**Informational Memorandum**

**for providing advice via the UP Volunteering Centre**

The subject of this memorandum is in accordance with Articles 12, 13, and 14 of Regulation (EU) 2016/679 of the European Parliament and Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation; hereinafter, “GPDR”), to provide essential information on the form, extent, and method of processing personal data via the UP Volunteering Centre.

**This informational memorandum is being posted on the webpages of the UP Volunteering Centre and is being made available to those persons concerned – the clients of the UP Volunteering Centre.**

1. **Administrator of personal data**

**The administrator of personal data is Univerzita Palackého v Olomouci (Palacký University Olomouc), Křížkovského 511/8, Olomouc, Czech Republic, CZ-77900, IČ/Business ID: 61989592 (hereinafter, “UP”).**

1. **Legal basis for processing personal data**

**The processing of personal data is essential for protecting the vital interests of the subject (client) or another natural person. Furthermore, the processing of personal information is essential for purposes of UP’s legitimate interests.**

1. **Purpose of the data processing**

**Providing advice to clients of the UP Volunteering Centre, esp. as to providing psychological, legal, and other factual assistance which the client is requesting in conjunction with the war in Ukraine.**

1. **Personal data recipients**

**UP employees and students who are connected as volunteers to the activities of the UP Volunteering Centre. Volunteers have signed a contract on cooperation, and on confidentiality and on personal data protection.**

1. **Personal data categories**
   * **address, identification data of the client;**
   * **contact information: telephone number, e-mail, fax, other similar client data;**
   * **data forming the subject of the help provided (stated facts, client’s statements, etc.);**
   * **other data essential for processing purposes or other data shared or made available by the client.**
2. **Personal data processing period**

**The personal data of the client will be used for at least the period of their relationship with UP. Furthermore, it will be used in accordance with applicable legislation, esp. according to** **Act 499/2004 Czech Law Coll., the Act on Archival Science and Record Management and GDPR.**

1. **Commissioner for Personal Data Processing**

**The Commissioner for Personal Data Processing at UP has been assigned to the Head of the Rector’s Office; e-mail: dpo@upol.cz.**

1. **Rights of data subjects**

**When processing clients’ personal data, clients have the full rights guaranteed to them in the GDPR in articles 15–22, 34 and 77. Said rights are namely those enumerated** [here](https://www.upol.cz/en/university/data-protection/)**.**

1. **Further information on personal data processing**

**Further information on personal data processing at UP is available** [here](https://www.upol.cz/en/university/data-protection/)**. Information on the data subjects’ rights are also available on the webpages of the Czech** [Office for Personal Data Protection](https://www.uoou.cz/en/)**.**