

Information on the processing of personal data for the agency's clients

Dear OSA contractors - rights holders,

The General Data Protection Regulation (GDPR)¹, which came into force on 25 May 2018, imposes a number of obligations on us regarding the protection of your personal data. You can be sure that we place the utmost importance on compliance with these obligations, which is why we provide you with the following key information regarding the processing of your personal data.

1. What data do we process?

In your case, the controller OSA, z.s. (hereinafter referred to as "OSA") processes some or all of the following personal data obtained in particular on the basis of your request to enter into a contract with OSA, on the basis of a contract concluded between you and OSA, or by transferring this contract to a legal successor or provided through the INFOSA System, if you are represented or registered by OSA for the performance of collective management:

- name and surname, possible pseudonym of the author, or variants of the name, title, signature
- date of birth
- IPI codes and OSA author/publisher code
- ID number and VAT number
- the country of your tax residence
- whether you are a VAT payer or not
- address of permanent residence/residence, address for service (if different), address of place of business
- account number and bank name, IBAN
- telephone and e-mail contact
- the number of the identity card or other document
- Mailbox ID
- whether you are the author, heir, other rights holder
- about the works to which you own the copyright (ISWC work codes, OSA work codes)
- about the services OSA provides to you under the contract,
- claims for financial benefits due to you under the contract as well as information about the provision of these benefits by OSA
- if you are represented or registered by the OSA for the exercise of collective management: access data to INFOSA and IP address of the INFOSA user connection

2. On what basis, for what purpose and for how long do we process your personal data?

The provision of your personal data to OSA is voluntary, but without it it would not be possible to conclude or perform the contract between you and OSA. The processing of your personal data by the OSA is necessary for the performance of the contract between you and the OSA, your personal data is processed by the OSA for the purpose of the performance of this contract.

With regard to the above purpose of processing personal data, we process your personal data for the duration of the contract between you and OSA and then for ten years after that period in order to be able to record any financial benefits for you and to pay you the corresponding amounts. In the event that we record new financial benefits for you during these ten years, we will continue to process your personal data for at least 2 years after the last such financial benefit. After that period, your personal data will be destroyed, except where it is needed for the purpose of exercising or protecting your rights or the rights of OSA in litigation, court, arbitration or administrative proceedings, in which case we will retain your personal data for the duration of the litigation, for the sole purpose of protecting your rights in such litigation. In addition, OSA processes your personal data for the purpose of fulfilling its legal obligations under applicable law (also, for example, in the area of accounting, tax or in the area of enforcement or insolvency proceedings).

3. To whom do we disclose or transfer your personal data?

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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)

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As part of the performance of the contract between OSA and you, OSA transfers your personal data to the entities with which OSA represents you, i.e. in particular to the entities with which OSA negotiates and concludes license agreements relating to your works, and also to the entities with which OSA represents you in dealing with unauthorized use of your works.

As part of the performance of the contract with you, OSA also transfers your personal data to entities providing support activities for OSA - mailing, debt collection or legal services. OSA is continuously changing and supplementing the entities providing the above mentioned activities, and in view of these updates and changes, OSA is ready to provide you with an up-to-date list of such entities for which the disclosure and transfer of your above mentioned data may be considered upon your written request. In the event of a request (by a government authority), OSA is obliged to disclose or transfer your personal data to the relevant government authorities authorised to conduct the individual proceedings (in particular tax, enforcement or insolvency proceedings) described above, solely in cases where OSA is obliged to do so under applicable law.

In other cases, OSA does not pass on your personal data to any other third parties.

4. Your rights under current legislation

We would also like to inform you that you have the following rights under the current data protection legislation:

- the right of access to the personal data processed by OSA in your case
- the right to have your personal data corrected if it is incorrect or inaccurate in any respect
- in the event that you discover or believe that OSA is processing your personal data in a way that is contrary to the protection of your private and personal life or in violation of the law, in particular if your personal data is inaccurate with respect to the purpose of its processing, you have the right to ask OSA for an explanation and also to request that OSA remedy the situation (e.g. by blocking, correcting, supplementing or destroying your personal data),
- the right to request OSA to erase personal data or to restrict their processing,
- the right to object to processing for the purpose of assessing whether there has been a breach of the obligations imposed on the OSA by applicable law
- in addition to the above, you also have the right to lodge a complaint with the supervisory authority, which is the Office for Personal Data Protection, located at Pplk. Sochor 27, 170 00 Prague 7.
- You also have the right to data portability in case you would like to transfer to another controller your data that OSA processes on the basis of the necessity of their processing for the purpose of contract performance. In such a case, OSA will allow you to obtain your personal data in a structured, commonly used and machine-readable format or, if technically feasible, OSA will transfer it directly to another controller.

In case of any uncertainties or questions regarding the processing of your personal data, you can contact us at any time in writing at OSA, z.s., Čs. Armády 20, 160 56 Prague 6, delivery address: Bělehradská 222/128, 120 00 Prague 2, e-mail: gdpr@osa.cz.

The document Information on the processing of personal data for the Agency's clients is valid from 17 July 2024 and replaces its previous version. This document may be updated and modified by the controller, for example when the purposes or legal titles of the processing, its contact details, etc. change.