



Prague, 21 May 2018

Dear users and contractual partners,

under 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), which enters into force on 25 May 2018, we have a number of duties concerning the processing of your personal data. Rest assured we realize their importance, and therefore we bring you the following information about the processing of your personal data.

1. Types of data processed

In your case, OSA – Ochranný svaz autorský pro práva k dílům hudebním, z.s. (“OSA”) processes the following personal data stated in the contract concluded between you and OSA or ascertained during the execution of collective management:

- **identification details:** first name and surname, business name, company identification No., tax identification No. (similarly first name and surname and contact details of members of statutory bodies of a contractual partner – legal person);
- **contact details:** business address, email address, telephone number
- **other information** stated in the contract (e.g. subject of business, account No., name of the bank etc.) and information about the contract performance, incl. monetary and non-monetary fulfillments between OSA and you.

2. Basis, purpose and period of processing

The provision of your personal data to OSA is voluntary. However, a contract between you and OSA could not be concluded or performed without such provision. OSA processes your personal data for the purpose of executing collective management of copyright to works of music and/or contract performance. The processing of your personal data by OSA is necessary for the OSA's compliance under special legal regulations – in particular accounting and tax laws (Act No. 563/1991 Coll. on Accounting, Act No. 586/1992 Coll. on Income Taxes, Act No. 235/2004 Coll. on Value Added Tax and others).

With regard to the above mentioned purpose of personal data processing, we process your personal data for the period of effectiveness of the contract between you and OSA and then for the period ensuing from applicable legal regulations (in particular accounting and tax laws). After the lapse of that period, your personal data shall be destroyed, except where they are needed for the purposes of asserting or protecting your rights or OSA's rights in litigation, court, arbitration or administrative proceedings – in such case, we shall retain your personal data for the term of the dispute exclusively for the purpose of protecting your rights in such dispute.

In cases where unauthorized use of the subject of copyright protection is detected, the data are



retrieved from publicly available sources only for the purpose of enforcing claims under Section 40 of the Copyright Act and in accordance with the principle of due diligence and protection of entrusted rights.

3. Disclosure and transfer of personal data

As part of the contract between OSA and you and execution of collective management, OSA transfers your personal data to entities providing supporting services to OSA – sending mail, collecting receivables, or legal services. OSA makes ongoing changes and additions to the list of entities providing the above services. OSA is prepared to let you know the current list of such entities which are disclosed and transferred your personal data upon your request made in writing or sent by e-mail. If requested, OSA is obliged to disclose your personal data or to transfer to the competent authorities entitled to maintain and control the administrative affairs (especially tax issues) described above, and only in cases where OSA is obliged to do so under applicable laws. OSA shall not transfer your personal data to any other third parties in other cases.

4. Your rights under applicable laws

You have the following rights under the applicable legal regulation of personal data:

- right to access your personal data processed by OSA;
- right to correct your personal data if they are incorrect or inaccurate in any respect;
- in the event you find out or believe that OSA processes your personal data in contradiction with the protection of private and personal life or in contradiction with law, in particular if your personal data are inaccurate with regard to the purpose of their processing, you have the right to ask OSA for explanation and claim that OSA remedy the situation (e.g. by blocking, correcting, supplementing or destroying your personal data);
- right to claim from OSA the deletion of personal data or the restriction of processing;
- right to raise an objection to the processing in order to find out whether OSA breached its duties imposed on OSA by applicable laws;
- besides the above, you have the right to lodge a complaint at the supervisory authority, which is the Office for Personal Data Protection with its registered office at Pplk. Sochora 27, 170 00 Prague 7.

OSA makes ongoing changes and additions to the above information depending on amendments to applicable laws in order to provide up-to-date information. We shall inform you of potential changes in an adequate manner.

If you have any questions regarding the scope or purpose of your personal data processing, please write to us at: OSA – Ochranný svaz autorský pro práva k dílům hudebním, z.s., Čs. armády 20, 160 56 Praha 6, e-mail: gdpr@osa.cz.

OSA – Ochranný svaz autorský pro práva k dílům hudebním, z.s