

Administrator	National Theatre Ostrovní 1 112 30 Praha	Personal Data Protection Officer	Antonín Leopold, email: a.leopold@narodni-divadlo.cz, tel.: +420 224 901 503
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Division processing personal data	Anenský areál, accommodation facility
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Purpose of data processing Legal basis of data processing	Specification of personal data subjects	Specification of personal data	Specification of personal data recipients	Personal data transfer to third countries or international organisations	Dates planned for erasure of personal data categories
<p>PURPOSE: Operation of the accommodation facility at Anenský areál, execution of legal duties</p> <p>LEGAL BASIS: Contracts, execution of legal duties (Act No. 326/1999, on the residence of foreign national in the Czech Republic, and Act No. 565/1990, on local fees)</p>	Guest	Name, surname, date of birth, address and accommodation period, number and type of ID document, or visa, purpose of accommodation	PREVIO s.r.o. Foreign Police	N/A	S 10

Division processing personal data	National Theatre Archives
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Purpose of data processing Legal basis of data processing	Specification of personal data subjects	Specification of personal data	Specification of personal data recipients	Personal data transfer to third countries or international organisations	Dates planned for erasure of personal data categories
PURPOSE: Provision of the activities of researchers in archives and library readers, protection of property LEGAL BASIS: Legitimate interest	Researcher, reader (the public)	Name, surname, date of birth, ID card number, residence address, telephone number, email address, employer/school, subject of research	N/A	N/A	S 30

Division processing personal data	Sales Department
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Purpose of data processing Legal basis of data processing	Specification of personal data subjects	Specification of personal data	Specification of personal data recipients	Personal data transfer to third countries or international organisations	Dates planned for erasure of personal data categories
PURPOSE: Processing of customers' data in order to carry out the obligations and duties arising from	Customer	Name and surname, telephone number, email address, residence address	Processors (Colosseum Ticket - Perfect System,	N/A	5 years after the most recent reservation (order) or purchase, or 10

<p>sales and reservation (ordering) of tickets and goods (confirmation emails, ticket or goods delivery, complaint procedures, provision of information about changed or cancelled theatre performances, provision of information about changes in sales terms and conditions, keeping of registration accounts, retroactive search of purchases etc.)</p> <p>LEGAL BASIS: Performance of contracts</p>			Symbio, IS KARAT)		years (legally assessed)
<p>PURPOSE: Processing of customers' data in order to send business messages (direct marketing) regarding kindred NT products and services (tickets and goods), with the customers being entitled to deregister</p>	Customer	Name and surname, telephone number, email address, residence address	Processors (Colosseum Ticket - Perfect System, Symbio, IS KARAT)	N/A	For 10 years or until consent is revoked

<p>their delivery, safety reasons (dishonest dealers, fraudsters, attempts at illegitimate entries), debt recovery, inquiries within satisfaction research</p> <p>LEGAL BASIS: Legitimate interest</p>					
<p>PURPOSE: Processing of customers' data in order to perform legal duties in relation to the tax administrator and other state authority subjects</p> <p>LEGAL BASIS: Execution of legal duties</p>	Customer	Name and surname, telephone number, email address, residence address, name of bank, account number and/or IBAN and SWIFT/BIC codes	Processors (Colosseum Ticket - Perfect System, Symbio, IS KARAT)	N/A	10 years
<p>PURPOSE: Processing of customers' data for profiled (targeted) sending of commercial messages, with the customers being entitled to deregister their delivery, drawing up statistics</p>	Customer	Name, surname, residence address, email address, sex, age, preferences, hobbies, etc.	Processors (Colosseum Ticket - Perfect System, Symbio, IS KARAT)	N/A	Until consent is revoked (request for data erasure)

and analyses, doing research LEGAL BASIS: Consent to processing of personal data					
PURPOSE: Processing of personal data of persons interested in receiving information in order to send commercial messages following their granting express consent after the first sending (i.e. prior consent), research and analyses LEGAL BASIS: Consent to processing of personal data Legitimate interest	Person interested in information	Name and surname, telephone number, email address, residence address, sex, preferences, hobbies, etc.	Processors (Colosseum Ticket - Perfect System, Symbio, IS KARAT)	N/A	Until consent is revoked (request for data erasure)

Division processing personal data	Press agent
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Purpose of data processing	Specification of personal	Specification of personal data	Specification of personal	Personal data transfer to third	Dates planned for erasure of
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Legal basis of data processing	data subjects		data recipients	countries or international organisations	personal data categories
<p>PURPOSE: Keeping of the directory of contacts to collaborating journalists and media with the aim to communicate with the press and to carry out other activities relating to the press agent's work</p> <p>LEGAL BASIS: Legitimate interest</p>	Journalist	Name, surname, correspondence address, email address, telephone number, employer	N/A	N/A	V 5
<p>PURPOSE: Accepting, filing and dealing with complaints</p> <p>LEGAL BASIS: Legitimate interest</p>	Persons lodging complaints or signing complaints, persons to whom complaints pertain	Address and identification data: name, surname, title, residence address, date of birth; other data: possible other information	Not transferred beyond the NT	N/A	A 5
<p>Provision of information</p> <p>PURPOSE: Provision of information pursuant to Act No. 106/1999, on free</p>	<p>Persons requesting information</p> <p>Persons lodging complaints</p> <p>Appellants</p>	<p>Persons requesting information</p> <ul style="list-style-type: none"> - name, or names - surname - date of birth - permanent residence address - service address 	Information requestors	N/A	A 5

access to information, as amended	Parties concerned	Claimant/appellant			
LEGAL BASIS: Execution of legal duties	Public support recipients	<ul style="list-style-type: none"> - name, or names - surname - date of birth - permanent residence address - service address - signature Public support recipient <ul style="list-style-type: none"> - name, or names - surname - year of birth - municipality of the recipient's permanent residence - amount, purpose and conditions for granted public support 			

Division processing personal data	Technical and Operational Administration
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Purpose of data processing	Specification of personal data subjects	Specification of personal data	Specification of personal data recipients	Personal data transfer to third countries or international organisations	Dates planned for erasure of personal data categories
Legal basis of data processing PURPOSE: Protection of the administrator's property rights, protection of persons present in the administrator's	Persons present in National Theatre buildings and their close vicinity	Visual recordings of natural persons	Upon request in the case that damage is incurred to property – public administration	N/A	5 days

buildings during emergency situations LEGAL BASIS: Legitimate interest			authorities, e.g. Police of the CR		
PURPOSE: Securing protection of the administrator's property, securing safety of persons present in National Theatre buildings LEGAL BASIS: Legitimate interest	Visitors to National Theatre buildings	Name, surname, person visited, ID card number, data from pass-through sensors	N/A	N/A	S 3
PURPOSE: Conducting of accounting and economic agendas (accounting and economic systems, property records, storerooms, workflow) LEGAL BASIS: Execution of legal duties	Business partners	Name, surname, residence address, telephone number, office, bank, Reg. /Company No., Tax Reg. /VAT No.	Revenue Authority, Ministry of Culture, Ministry of Finance, accounting auditors	N/A	S 10

Division processing personal data	External Relations Department
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Purpose of data processing Legal basis of data processing	Specification of personal data subjects	Specification of personal data	Specification of personal data recipients	Personal data transfer to third countries or international organisations	Dates planned for erasure of personal data categories
PURPOSE Operation of the National Theatre Benefactors' Club, processing of the directory of guests (partners, sponsors), processing of the directory of guests within the director's protocol and the NT artistic companies' protocols LEGAL BASIS: Contracts	1) donators 2) partners and sponsors, guests invited	Name, surname, permanent residence address, correspondence address, email address, telephone number, date of birth (in certain cases), birth certificate number (in certain cases), marital status (in certain cases), photographs, amount donated (could be relevant in certain cases), level of partners' payment	The public	N/A	1) S 3 2) S 10
PURPOSE Inviting guests to premieres and other National Theatre events LEGAL BASIS: Legitimate interest	Guests of the National Theatre director, guests of the National Theatre artistic companies	Name, surname, correspondence or email address	N/A	N/A	V 3

Division processing personal data	Czech National Ballet Preparatory School
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Purpose of data processing Legal basis of data processing	Specification of personal data subjects	Specification of personal data	Specification of personal data recipients	Personal data transfer to third countries or international organisations	Dates planned for erasure of personal data categories
<p>PURPOSE: Operation of the Ballet Preparatory School, meeting of the obligation arising during protection of minors at workplaces</p> <p>LEGAL BASIS: Consent Legal duty</p>	Children attending the Ballet Preparatory School and their legal representatives	Name, surname, date of birth / birth certificate number, child's permanent residence address; legal representative's name and surname, residence address, birth certificate number, correspondence address, bank, email address, telephone number	Employment Office	N/A	S 1