

# The Economics Institute GDPR instructions

## Instruction No.1 - Reporting a Lost Device

Any lost or stolen electronic/data device must be reported upon to the GDPR primary contact person at [helpdesk@cerge-ei.cz](mailto:helpdesk@cerge-ei.cz), either by the affected employee/student or his/her superior. The incident will be analyzed and appropriate remedies assessed. CERGE-EI is obliged to document and assess such incidents and report on them to the Data Protection Office (ÚOOÚ) or other subjects involved in the incident.

This instruction concerns any device containing personal data which might conceivably be lost or stolen or containing passwords the stealing of which might lead to personal data loss (typically PC, laptop, portable devices including tablets and mobile phones, external data drives and cards etc.). Personal data include e.g. students' seminar papers, seminar presence lists, students' grades, personal information contained in research data files, etc.

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