

# The Economics Institute GDPR instructions

Česká verze *Pokynů* týkajících se ochrany osobních údajů je k dispozici na stránce <https://cz.cerge-ei.cz/o-gerge-ei/ochrana-osobnich-udaju-pokyny>

Pro účely agendy ochrany osobních údajů je určena kontaktní osoba: Petr Veselý, oddělení výpočetní techniky

GDPR primary contact person: Petr Veselý, Head of Computer Office

Primární kontaktní email / Primary contact: [helpdesk@cerge-ei.cz](mailto:helpdesk@cerge-ei.cz)

## Instruction No.2 - Publishing of students/alumni lists

The publishing of lists of students and/or alumni in printed form (in annual reports, etc.) or on a public web page is not allowed without their explicit consent.

Gained consent may be used in accordance with its specific purpose only. It must be specific and 'individual' so that you get separate consent for separate things.

## Instruction No.1 - Reporting a Lost Device

**Any lost or stolen electronic/data device must be reported** to the GDPR primary contact person at [helpdesk@cerge-ei.cz?subject=\[GDPR\] Reporting of Lost Device](mailto:helpdesk@cerge-ei.cz?subject=[GDPR] Reporting of Lost Device), 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 PCs, laptops, portable devices including tablets and mobile phones, external data drives and cards, etc.). Personal data include, e.g. students' seminar papers, seminar attendance lists, students' grades, personal information contained in research data files, etc.

## Email Disclaimer modification

Dosavadní znění upozornění zůstává v platnosti, za poslední větu tohoto upozornění se nově doplňuje věta:

**„Obsahuje-li tento e-mail nebo některá z jeho příloh osobní údaje, dbejte při jeho dalším zpracování (zejména při archivaci) souladu s pravidly evropského nařízení GDPR.“**

The original disclaimer remains the same, only the following sentence should be appended:

**„If this e-mail or any of its attachments contains personal data, please be aware of data processing (particularly document management and archival policy) in accordance with**

## Regulation (EU) 2016/679 of the European Parliament and of the Council on GDPR.“

Full text of CERGE-EI disclaimer is [available here](#).

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Last update: **2018-07-16 17:55**

