

# 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>

## 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](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 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.

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