

Memorandum on the Processing of Personal Data Related to the Secondary Activities of EP Kids, z.s. (The "Memorandum")

Dear all,

By this Memorandum, we inform you about the principles and procedures for the processing of your personal data and your rights related to the processing of personal data, in accordance with 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; the "GDPR") and Act No. 110/2019 Sb., on Personal Data Processing, as amended (the "PDPA") in connection with the secondary activities of the Association representing:

Secondary activities:
• Organizing and hosting day camps
• Organizing and hosting events for parents and children
• Organizing and hosting cultural, sporting, artistic and educational events
• Operation of a parenting support centre
• Babysitting
• Sublease of premises for cultural, sporting, artistic and educational events

EP Kids, z.s. respects transparent and fair processing of your personal data and its appropriate protection according to the applicable legislation to ensure correct and fair processing. We protect your personal data with the highest security to prevent any unauthorized or accidental access to your personal data, destruction, loss, unauthorized transfers and unauthorized processing. To this end, we take appropriate technical and organisational measures to ensure a level of security appropriate to all potential risks. Persons who come into contact with personal data are obliged to maintain the confidentiality of information obtained in connection with the processing of personal data.

As personal data protection terms and abbreviations are used in this Memorandum, we have included an explanation of these terms and abbreviations in section 'List of Selected Terms and Abbreviations' in order to make the content of this Memorandum as clear and comprehensible as possible.

Controller

The association **EP Kids, z.s.**, corporate ID 27018997, with its registered office at Pařížská 130/26, Josefov, 110 00 Prague 1, registered in the Register of Associations under file No. L 16293/MSPH with which you have chosen to use any of the above **Secondary activities – a service** of the Association, is the controller of your personal data (the "Controller") that is responsible for discharging the obligations under the applicable data protection laws.

List of Selected Terms and Abbreviations

TERM/ABBREVIATION	DEFINITION
Personal data	Any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly , in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
Special categories of personal data	Personal data revealing racial or ethnic origin, political opinions, religion or philosophical beliefs or trade union membership, and processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, and data concerning health or data concerning a natural person's sex life or sexual orientation.
Data subject	The natural person to which the personal data relates. A data subject is deemed to be identified or identifiable if, based on one or several personal data, the data subject's identity can be directly or indirectly determined.
Controller	The natural or legal person, public authority, agency or another body, which, alone or jointly with others, determines the purposes and means of processing of personal data.

Processing	Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destructionAny operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
Purpose of processing	The objection and purpose of the Controller's activity
Means of processing	The tools and processes selected for specific processing of personal data
Legal basis	The condition without which the processing of personal data is not in any case possible .
Processor	A natural or legal person, public authority, agency or other body which processes personal data on behalf of the Controller.
Recipient	A natural or legal person, public authority, agency or another body to which the personal data is disclosed, whether a third party or not. The Recipient has the legal, contractual or other authority to process personal data. These are other controllers or processors, such as tax, administrative or regulatory authorities. However, public authorities which may receive personal data as part of a specific inquiry in accordance with the Member State law shall not be regarded as recipients; the processing of that personal data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.
Third party	A natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorized to process personal data.
OPDP	The Office for Personal Data Protection is the supervisory authority under the PDPA. The competences of the central administrative authority related to personal data protection to the extent provided for in the PDPA and other competences laid down in a special law are assigned to the OPDP.
Cookies	Small text files that help the website remember important information, making the use of the site more convenient. The Controller informs you that it uses cookies. For more information, please visit the Controller's website.

Data Subjects

Where this Memorandum refers to data subjects, these are the child's statutory representative(s), the child, the persons authorized to pick up the child from day camps and babysitting, organisation's, employer's or customer's representatives.

Source of the Personal Data Being Processed

The Controller obtains your personal data **primarily from you** or from the child's statutory representative(s), employer, persons representing your organisation, group or event (e.g., sports events).

Purpose, Duration and Legal Basis for the Processing of Personal Data

The Controller processes your personal data in particular for the purposes listed below, based on the respective legal ground.

The **period for which the Controller is entitled to process your personal data** depends on the purpose of processing.

Article 6 GDPR distinguishes **six types** of legal grounds for the processing of personal data; four legal grounds that are **most relevant** to the Controller are shown **below**. The Controller processes your personal data as follows:

- processing is necessary for the **performance of a contract**

- processing is necessary for **compliance with a legal obligation** to which the Controller is subject (e.g., processing of personal data for compliance with legal obligations arising from tax and accounting legislation)
- processing is necessary for the purposes of the **legitimate interests pursued by the Controller or by a third party**, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child
- on the basis of your **consent**, only if no other legal basis for data processing can be applied

Purpose of processing	Categories of personal data	Legal basis	Duration of processing ¹
Personal data processed in connection with organizing and hosting day camps			
Processing of personal data in connection with an application to a day camp	• the name, surname, date of birth and residential address of the child • bank account number • the names and surnames of the child's statutory representatives and their residential address(es), if different from the child's place of residence • the name, surname and residential address of the person who, on the basis of the authorization of the statutory representative, may pick up the child • the dates of day camps	Performance of a contract (necessary to implement measures taken before the conclusion of the contract) Consent (explicit consent to the processing of special categories of personal data, if such consent is necessary for the child's attendance at a day camp)	for 5 years after the end of the day camp for a period of 1 year from the date of the decision to reject the application
Processing of personal data in connection with the conclusion and performance of the contract for the child's attendance at the day camp, the implementation of the contract and related communication	• Information about the payment of costs of attending the day camp • any payment other than the cost of attending the day camp • the child's health insurance company • telephone or other contact (email) of the child's statutory representatives and persons authorized to pick up the child • information (proof) regarding the child's health condition and any limitations resulting therefrom that could affect their attendance at a day camp	Performance of a contract Consent (for photographs, video recordings) Consent (explicit consent to the processing of special categories of personal data, if such consent is necessary for the child's attendance at a day camp)	for 5 years after the end of the day camp personal data processed based on consent are retained for a period of 5 years from the date of consent, unless consent is withdrawn earlier
Processing of personal data in connection with the registration and administrations of applications to day camps (including the list of		Legitimate interest	for 5 years after the end of the day camp for a period of 1 year from the date of the decision to

¹ In determining the adequacy of the duration of processing of personal data, the following aspects are taken into account (i) limitation periods, (ii) probability of legal claims, (iii) probability and significance of the risks involved, and (iv) any recommendations of supervisory authorities

children attending the day camp) and the contracts concluded for the child's attendance at the day camp	- the child's dietary restrictions/requirements, including the drinking regime - the child's age - the child's photographs and video recordings - a contract for the child's attendance at the day camp - Identification and contact details (e.g. name, surname, telephone number, residence address and email address)		reject the application
Processing of personal data in connection with the child's attendance at day camps, e.g. sporting events and trips		Legitimate interest Performance of a contract	for 1 year after the end of the day camp
Processing of personal data in connection with insurance claims related to liability for damage caused by a child's attendance at a day camp	- Identification and contact details (e.g. name, surname, telephone number, residence address and email address) - Other personal data, e.g. bank account number - Other data related to the insurance claim	Legitimate interest Compliance with a legal obligation	for the time necessary to fulfil the purpose of the processing
Personal data processed in connection with organizing and hosting events for parents and children Personal data processed in connection with organizing and hosting cultural, sporting, artistic and educational events Personal data processed in connection with the operation of the parenting support centre Personal data processed in connection with babysitting Personal data processed in connection with organizing and hosting cultural, sporting, artistic and educational events			
Processing of personal data in connection with the conclusion of the relevant contract or order for the relevant service (including the list of participants in the relevant event), the implementation of the contract and related communication	- Identification and contact details (e.g. name, surname, telephone number, residence address and email address) - Other personal data, e.g. bank account number - Other data related to the relevant service (e.g., information about the selected service, date of the event, date of service provision, payment terms, details of the payment made)	Performance of a contract Consent (for photographs, video recordings) Legitimate interest	The personal data is stored until the termination of the contractual guarantees or for the time necessary to assert legal claims. In certain cases, the law requires the conclusion of a contract and specifies its contents.
Processing of personal data in connection with keeping records of concluded contracts	Identification and contact details (e.g. name, surname, telephone number, residence address and email address)	Legitimate interest	personal data processed based on consent are retained for a period of 5 years from the date of consent, unless

	Other personal data, e.g. bank account number		consent is withdrawn earlier
Booking the relevant service and paying the corresponding fee	- Identification and contact details (e.g. name, surname, telephone number, residence address and email address) - Other personal data, e.g. date of booking, information about the selected service, payment details, payment confirmation	Performance of a contract	
Personal data processed in connection with photographs or video recordings (presentations)			
Presentation of the Controller's activities	the captured image of the data subject, including their image and visual information on their behaviour and actions, sound recording, supplemented, where appropriate, by name and surname, and other information, such as the activities of the Controller	Consent	personal data processed based on consent are retained for a period of 8 years from the date of consent, unless consent is withdrawn earlier
Further processing of personal data in connection with the secondary activities of the Association (with the relevant service)			
Processing of personal data for accounting and tax purposes, i.e. to comply with the legal obligation to maintain accurate and transparent accounts	Personal data in accounting and tax documents	Compliance with a legal obligation	for the period of time required by tax and accounting regulations
Processing of personal data in connection with the enforcement of claims by the Controller	- Identification and contact details (e.g. name, surname, telephone number, email address and organisation's registered office) - Other data (e.g. data given in the contract documents)	Legitimate interest	for the time necessary to fulfil the purpose of the processing
Processing of personal data in connection with data protection control activities and data subject requests	Processing of personal data in connection with data subjects' submissions and requests	Compliance with a legal obligation	5 years from the processing of the data subject's request
Processing of cookies on websites	electronic information: IP address, pixel ID, type of device, its unique identification number, type of browser, operating system, more information about cookies on the Controller's website	Consent (marketing, statistical and analytical purposes) Compliance with a legal obligation	Processing on the user's device depending on the type of cookies

		Legitimate interest (functional/essential cookies)	
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The Controller informs you that, in connection with the provision of the secondary activities of the Association, in particular in order to properly assess and evaluate the application submitted by you, to conclude a contract for the child's attendance at a day camp and in order to fulfil the terms of such a contract, it may process a special category of personal data, namely sensitive data, such as information about the child's health, but **only if you give your consent** to such processing. Your consent is the legal basis for such processing of your personal data pursuant to Article 9(2)(a) GDPR. **Consent to the processing of personal data is voluntary and you are entitled to withdraw it.**

If you do not give your consent to the Controller to process this data, the Controller will not be able to assess whether it will be able to allow the child to attend a day camp.

In connection with the withdrawal of consent, the Controller informs you that the withdrawal of consent does not affect the lawfulness of the processing of sensitive data until its withdrawal, nor does it affect the processing of data for other legal grounds for which your consent is not required.

Your consent will be archived for as long as your consent is given to the Controller and for a period of **5 years** after its withdrawal, in order to prove that the processing of personal data by the Controller was lawful. **Legitimate interest** is the legal basis for such processing.

Method and Means of processing

The Controller and the processor processing personal data on behalf of the Controller process your personal data by **manual** means (such as by filing a contract in paper form in the relevant file) and by **automated** means (by means of ICT, such as a personal computer using Microsoft Office 365 applications, as well as the Controller's or processor's systems).

In processing your personal data by automated means, the Controller **does not apply automated decision-making, including profiling**, that might affect your rights.

Video Surveillance System

The Controller hereby informs you that the premises at **Jankovcova 1566, Holešovice Prague 7** operate a video surveillance system with recording to protect property, life and health of individuals within the monitored area. The system also serves to provide evidence to the Police of the Czech Republic and assist with insurance claims.

The recordings from the camera system are retained for 14 days, after which they are automatically deleted. According to Article 6(1)(f) GDPR, the Controller's legitimate interest is the legal basis for processing. These are two static cameras with no sound recording positioned at the entrance.

The Controller collects your personal data through its **video surveillance system**. The Controller processes, in accordance with the relevant legal basis and purpose, the **image record of the data subject, including visual data and information about the behaviour and actions of the recorded individuals, and about the time of recording**. The Controller processes your personal data automatically using the **Synology surveillance station (CCTV)**. In processing your personal data by automated means, the Controller **does not apply automated decision-making, including profiling**, that might affect your rights.

The Controller also operates an **online camera** monitoring the main entrance area of its premises. No personal data is shared with other recipients in relation to the online camera. The purpose of the processing is to protect the property, life and health of individuals entering the Controller's premises. The rights of access to personal data (Article 15 GDPR), rectification of personal data (Article 16 GDPR), erasure of personal data (Article 17 GDPR) and data portability (Article 20 GDPR) do not apply.

Information signs inform about the use of CCTV systems.

The video surveillance system is operated on behalf of the Controller by **EP Investment Advisors, s.r.o.**, company ID: 26687259, with its registered office at Pařížská 130/26, 110 00 Prague 1 – Josefov, registered in the Commercial

Register under file No. C 87354/MSPH, data box ID 89pegn, as the **data processor**. The online camera is operated by the Controller.

Processor

The Controller processes your personal data through its employees who need access to the personal data in order to perform their duties and who are obliged to maintain confidentiality of all facts and information of which they become aware in the course of their employment.

In addition, the **processor's** employees have access to your personal data, only to the extent necessary to carry out their work for the Controller. We always enter into a written **Data Processing Agreement** with all our processors to establish safeguards for the security of your personal data.

Categories of processors, including, but not limited to:
Provision of IT services, software including service support, administration, development, maintenance of the system and processing of security risk analyses
Provider or recipient of services related to the performance of the Controller's contractual or legal obligations
Technical activities related to the processing of personal data in the context of bookkeeping

Recipient of Personal Data

The Controller may, under certain circumstances, transfer your personal data to recipients (other controllers, processors) and third parties.

Recipients to whom personal data is transferred by default include, in particular:

- Service providers
- Tax Office
- Enforcement agents
- Insurance companies
- Courts
- Police of the Czech Republic

However, where public authorities require personal data as part of a specific inquiry, they are not considered recipients but **third parties**.

Transfer of Personal Data to Third Countries

The Controller and the processors acting on the Controller's behalf process your personal data primarily in the Czech Republic or in the European Union (EU), where unified data protection is guaranteed in each Member State. Quite exceptionally, your personal data may be processed outside the EU, for example, in a computer system whose servers are located outside the EU. In that case, we would select a contractual partner that will meet the conditions for secure data transfer in accordance with the applicable legislation. We will inform you in an appropriate manner about the specific measures and procedures, about to whom and to which countries your personal data is disclosed/transferred, under which conditions, how your data is protected, and about the risks involved.

Commercial Communications

Dear all, by consenting to receive commercial communications, you authorize the Controller to process your personal data for the purpose of sending such communications. The Controller will process the personal data you provide in connection with your subscription to commercial communications. In particular, the Controller will process your email address, telephone number, the date of signing up for commercial communications, the date of confirmation of signing up, and, where applicable, the confirmation IP address. If you unsubscribe from our commercial communications, we will also record the unsubscribe date. The consent provided is the legal basis for the processing (Article 6(1)(a) GDPR). **You can withdraw your consent at any time, particularly by sending a withdrawal request to the following email address: milena.segecova@epholding.cz.** In connection with the withdrawal of consent, the Controller informs you that the withdrawal of consent does not affect the lawfulness of data processing prior to the withdrawal, nor does it affect the processing of personal data under other legal bases where your consent is not required. Your consent will be archived for as long as your consent is given to the

Controller and for a period of 5 years after its withdrawal, in order to prove that the processing of personal data by the Controller was lawful. The legitimate interest is the legal basis for the processing (Article 6(1)(f) GDPR).

Data Subject Rights

- If the processing of personal data is based on your consent, you have the right to **withdraw your consent** at any time. In connection with the withdrawal of consent, the Controller informs you that the **withdrawal of consent does not affect the lawfulness of the processing of personal data prior to the withdrawal**, nor does it affect the processing of personal data under other legal bases where your consent is not required.
- You have the right to request **access** to your personal data and more detailed information about its processing.
- You have the right to have your inaccurate or incomplete personal data **rectified**.
- You have the right to **receive** your personal data in a commonly used and machine-readable format, allowing it to be transferred to another controller if we have obtained it on the basis of your consent or in connection with the conclusion and performance of a contract and it is processed by automated means.
- You have the right to **object** to the processing of some or all of your personal data.
- You have the right to ask us to **erase** your personal data if there is no other legal basis for further processing.
- You have the right to lodge a **complaint** with the OPDP.
- You have the right **not to be subject** to automated individual decision making, including profiling.

Updates to the Memorandum

As the rules and conditions for the processing and protection of your personal data may be amended, in particular as a result of changes in legislation; or our terms, procedures and methods of processing and protecting your personal data may change, we will inform you of such changes by updating this Memorandum unless such change requires contacting you directly.

This Memorandum was last updated on 29/10/2024.

Exercise of Data Subject Rights

If you exercise your right pursuant to section 'Data Subject Rights' by presenting a **request**, the Controller is always obliged to handle such request of the data subject and is **always obliged** to provide the information without undue delay after receipt of the request, in any case within **one month from receipt of the request**. In **exceptional circumstances**, this period may be extended by two months, of which the data subject must be informed by the Controller, including the reasons for such extension.

You can use the Controller's contact details to submit your request:

Contact address: EP Kids, z.s., Pařížská 130/26, Josefov, 110 00 Prague 1

Email address: milena.segecova@epholding.cz

Telephone number: +420 703 401 493.

For your convenience in exercising your rights, you can use the sample **Data Subject Request** form.

If you have **reasonable suspicion** that there is an infringement of data protection legislation, you have the right to **lodge a complaint with the Office for Personal Data Protection, Pplk. Sochora 727/27, 170 00 Prague 7- Holešovice**, email address: stiznosti@uouu.cz. For this purpose you can use the form available on the website of the Office for Personal Data Protection <https://uouu.gov.cz/verejnost/stiznost-na-spravce-nebo-zpracovatele>.