

Activities of personal data processing	Purpose of processing	Legal basis of processing	Recipient	Time of keeping personal data according to retention and disposition schedules of the NA issued as the Instruction of the Director of the NA No. 17/2019
Provision of information pursuant to Act No. 106/1999 Coll.	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation	Act No. 106/1999 Coll., on Free Access to Information, Section 14(2)	Data is provided outside the Archives only on appeal to appellate bodies (Ministry of the Interior, possibly courts).	Complaints, requests and suggestions from citizens V 10
Wi-Fi connectivity	Point (b) of Article 6(1) of the GDPR – processing necessary for the performance of a contract	Contractual relationship	Data on connected devices is not provided to third parties, nor processed by the National Archives.	Data is deleted immediately after IP address assignment expires (TTL) (Lease Time 30 minutes)
Performance of records management in EDRMS	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation	Act No. 499/2004 Coll., Section (3)(1), Sections (63) to (70) Decree No. 259/2012 Coll.	Data is not provided outside the Archives.	Registry aids (submission protocols) – central (after closure) A 1; Registry aids (submission protocols) – individual departments (after closure) S 5; Auxiliary books (delivery books, notebooks) (after closure) S 5; Registration aids of specialized registry offices (after closure) A 5; Other registration aids (after closure) S 5
Selection of archival records	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation	Act No. 499/2004 Coll., Sections (7), (8), (9)(1), (10)(1) to (10)(3), (11)(1) to (11)(4), (12)(1) to (12)(3), (15)(4), points (b) to (f) of Section (46), point (b) of Section (46)(2) Decree No. 645/2004 Coll. Decree No. 259/2012 Coll.	The actual files on the selection and acceptance are not handed over to third parties; they can be submitted during appeals and control activities to a higher authority, which is the Ministry of the Interior.	Protocols on the selection of archival records – A 10
Science and research / projects	Points (a), (b), (c) of Article 6(1) of the GDPR – processing necessary for the performance of a contract, for compliance with a legal obligation, or consent is granted	Act No. 499/2004 Coll., points (g), (h) of Section (46)(2) Act No. 130/2002 Coll., on Support for Research, Experimental Development and Innovation, Section 32(5)	Grant provider (GACR, TACR, Ministry of the Interior and other entities)	Subsidies for science and research – home providers (after project completion) A 1; Participation in international projects, grants – materials, reports, minutes of meetings A 5; Grant projects (applications, materials, decisions) A 5; Reporting the results of science and research A 5; National Digital Archives (research) A 5; Scientific research tasks and projects not supported by grants V 5

<p>Contractual relationships</p>	<p>Points (b), (c) of Article 6(1) of the GDPR – processing necessary for the performance of a contract, or for compliance with a legal obligation; Property protection, obligations arising from contractual relationship</p>	<p>Act No. 89/2012 Coll., Civil Code Act No. 219/2000 Coll., on the Property of the Czech Republic and its Acting in Legal Relationships Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act) Act No. 262/2006 Coll., Labour Code Act No. 340/2015 Coll., on Special Conditions of Effectiveness of Certain Contracts, Publication of these Contracts and on the Register of Contracts (Act on the Register of Contracts)</p>	<p>The data is available to the Contracting Parties. Contracts may be submitted to audit bodies during audit activities (SAO, Ministry of the Interior) or to courts. All private-law contracts, as well as contracts for the provision of subsidies or repayable financial assistance to which the Czech Republic is a party, are obligatory published in the Register of Contracts if the value of their subject matter exceeds CZK 50,000 excluding VAT. Contracts are published anonymized in the Register.</p>	<p>Contracts, agreements – on scientific and professional cooperation A 5; Contracts, agreements – on loan and borrowing of archival records including insurance contracts V 3; Contracts, agreements – on exchange of publications V 3; Contracts, agreements – on the publication of a work A 5; Contracts, agreements – authorial A 5; Contracts, agreements – donations (donation of archival records) and purchases (archival records) A 5; Contracts, agreements – depository (custody of archival records) A 5; Contracts, agreements – of work V 5; Contracts, agreements – general on provision of services V 5; Contracts, agreements – on technical support V 5; Contracts, agreements – purchase (not related to archival records) V 5; Contracts, agreements – bank account openings A 5; Contracts, agreements – consignments V 5; Contracts, agreements – lease S 5; Contracts, agreements – software licensing and sublicensing S 5; Contracts, agreements – granting a grant for science and research (chronologically according to providers) V 1; Contracts, agreements – donation (not related to archival records) V 5; Contracts, agreements – contracts/records on the transfer of movable property V 5; Contracts, agreements – contracts/records on the transfer of immovable property A 5; Contracts, agreements – for the provision of operation V 5; Contracts, agreements – on canteen catering S 5; Contracts, agreements – mandate S 5; Contracts, agreements – innominate S 5</p>
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Personnel agenda	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation; Keeping information on employees to fulfil the employer’s obligations under the Labour Code and the Civil Service Act	Act No. 234/2014 Coll., Sections (153), (154), (89), (94) to (96) Act No. 262/2006 Coll., Sections (312) to (315) Act No. 435/2004 Coll. Act No. 500/2004 Coll. Act No. 251/2005 Coll. Act No. 89/2012 Coll. Act No. 309/2006 Coll. (OSH) Act No. 373/2011 Coll. Decree No. 79/2013 Coll. Government Regulation No. 590/2006 Coll. Government Regulation No. 304/2014 Coll. Government Regulation No. 341/2017 Coll. Act No. 121/2000 Coll. (copyright agreements) Acts No. 586/1992 Coll., 198/2009 Coll., 567/2006 Coll., 595/2006 Coll., 222/2010 Coll., Decree No. 180/2015 Coll.	EKIS (administered by the Ministry of the Interior of the Czech Republic) – employees under the Labour Code and the Civil Service Act ISOSS (administered by the Ministry of the Interior of the Czech Republic) – employees under the Civil Service Act	Personal files of employees – civil service employment V 50, labour-law employment V 3 after termination of labour-law employment or after effective termination of labour-law dispute; Competitions, selection procedures (excluding managerial positions), advertisements S 1; Rejected jobseekers S 3; Registration of service badges – book with numbers of expired badges, templates of service badges S 10; Loss of service badge records S 5; Personnel Officer information S 5
Consulting archival records	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation; Consulting archival records by researcher pursuant to Act No. 499/2004 Coll.	Act No. 499/2004 Coll., Sections (34)(1), (34)(3) to (34)(6), (35), (37)(2) to (37)(13), points (c), (d), (e) of Section (38)(1), Sections (38)(2), (38)(5), (38a) Decree No. 645/2004 Coll., Annex No. 3	Data related to obtaining permission to consult archival records – personal data of the applicant for consulting in the extent of the name(s), surname, date and place of birth, citizenship, address of the natural person’s residence in the Czech Republic, residence abroad, address to which documents are to be served – shall be provided to the data subject whose personal data is to be consulted (pursuant to the provisions of Sections (37)(2) and (37)(3) of Act No. 499/2004 Coll.) Employees of public authorities, armed forces, security forces, intelligence services of the Czech Republic, regional and local government as well as persons who are, in line with special legal regulations, authorized to consult documents, are authorized to consult in archives archival records originated by the state or regional and local government pursuant to Section (38)(5) of Act No. 499/2004 Coll.	Records of researchers and researchers’ visits (including books on researchers) A 5; Research sheets A 5; Correspondence with foreign and domestic researchers and institutions, including the authorization of study V 5; Books on loans/borrowings of archival records A 5 (after closure); Loans of archival records S 5 (after returning)

Payroll agenda	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation; Payroll accounting – fulfilment of obligations in the area of contributions to pension, social and health insurance of employees	Act No. 262/2006 Coll., Labour Code Act No. 234/2014 Coll., on Civil Service Act No. 563/1991 Coll., on Accounting Act No. 582/1991 Coll., on the Organization and Implementation of Social Security Act No. 586/1992 Coll. (income tax) Act No. 155/1995 Coll. (pension insurance) Act No. 187/2006 Coll. (sickness insurance) Act No. 589/1992 Coll., on Social Security Contributions Act No. 48/1997 Coll., on Public Health Insurance Act No. 592/1992 Coll., on Health Insurance Contributions Act No. 435/2004 Coll. (on employment) Government Regulation No. 595/2006 Coll., on Non-Confiscable Amounts Act No. 89/2012 Coll., Civil Code Government Regulation No. 590/2006, which lays down the scope and extent of other important personal obstacles to work Implementing regulations to the above laws	Czech Social Security Administration Tax Office Ministry of the Interior (EKIS, ISSOS, etc.) Health insurance companies	Summary monthly attendance reports S 10; Individual monthly attendance reports S 1; Leaves of absence (forms), use of holidays, plans S 2; Incapacity for work S 10; Family member treatment S 10; Maternity leave S 10; Register of working time fund S 5; Records of employees (records of diseases, holidays) S 5; Overviews of the state of workers and use of salaries S 5; Statements of number of employees and use of salaries (monthly) S 5; Supporting documents to monitor the use of salaries S 5; Data for calculation of variable salary component (remuneration) S 3; Agreements on work performed outside employment S 5; Royalties S 5; Salary sheets V 50; Payrolls S 10; Declaration for tax on salaries from employment of employees S 5; Declaration of taxpayer income tax and related documents S 10; Salary deduction records S 5; Loans and savings records after expiry S 5; Supplementary pension insurance after expiry S 60; Retirement benefit records (after the year to which they relate) S 80; EKIS statistics S 5
Control activity	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation; Control in the field of archiving and records management pursuant to Act No. 499/2004 Coll. and Decrees No. 259/2012 Coll. and 645/2004 Coll.	Act No. 499/2004 Coll., point (a) of Section (46)(1), point (b) of Section (71)(1), Section 72 Decree No. 645/2004 Coll. Decree No. 259/2012 Coll. Act No. 255/2012 Coll., point (a), (d) of Section (8), point (a) of Section (10)(1), Section (10)(2)	Data is not provided outside the Archives, except in administrative proceedings to appellate bodies, including judicial authorities.	Inspection and supervision of other archives – general A 5; Inspection and supervision of other archives A 5; State control of agencies (protocols, correspondence, etc.) A 10

Library	Points (a), (b), (c) of Article 6(1) of the GDPR – processing necessary for the performance of a contract, for compliance with a legal obligation, or consent is granted	Act No. 499/2004 Coll., on Archiving and Records Management, point (i) of Section (46)(2) Act No. 257/2001 Coll., Library Act, Section (18) Decree No. 88/2002 Coll., implementing decree to the Library Act, Section (7) Act No. 89/2012 Coll., Civil Code (loan agreement)	Data of readers is not provided outside the National Archives. From the position of administrator of Research and Development Information System, the NA transmits data on authors of scientific results to grant providers. Data is provided to the National Authorities file with consent of the data subject.	Upon termination of consent to keep personal data by the reader and after evaluating whether the reader has outstanding obligations to the library (trigger event), all documents with personal data are proposed in the appraisal process after the retention period expires, at the same time the registration of the reader in the electronic system is terminated (data is deleted). Register of readers – except of accompanying correspondence (after expiry) S 1 (since the last visit or request for erasure); Agenda of library loans – except accompanying correspondence (after expiry) S 2; Permitting study of specific documents from the library collection V 2; Recovery of damage caused by loss and damage of loaned library documents – protocols S 5; Recovery of damages resulting from the loss of library publications S 5; Authors, contractor and library employee – data is kept permanently
Register of agencies	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation; Register of agencies kept by the Archives pursuant to Act No. 499/2004 Coll. and Decree No. 645/2004 Coll.	Act No. 499/2004 Coll., Sections (16), (17), point (k) of Section (44)(1) Decree No. 645/2004 Coll., Section (12b)	Ministry of the Interior (pursuant to Section (16)(6) of Act No. 499/2004 Coll.) (PEvA) Holder-owner of archival record (archival groups)	Files on archival group and documentation on agency A 10; Archival cultural relics and national cultural relics register A 5; Physical condition checks of archival cultural relics and national cultural relics kept in the NA, control books including measures and their implementation A 5; Physical condition checks of archival cultural relics and national cultural relics kept outside archives and other cultural scientific institutions A 5; Acquisition and loss book (after closure) A 3; External change file (after appraisal process) A 10

Register of archival records	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation; Register of agencies kept by the Archives pursuant to Act No. 499/2004 Coll. and Decree No. 645/2004 Coll.	Act No. 499/2004 Coll., Sections (15)(1), (16)(3) to (16)(5), (18a)(1), (27)(1), (27)(2), (30)(3), (30)(4), points (k), (l) of Section (46)(1) Decree No. 645/2004 Coll., point (h) of Section (4)(1), points (r), (u), (y), (z), (aa), (bb) of Section (6)(3), points (c), (m) of Section (7)(2)	Ministry of the Interior (pursuant to Section (16)(6) of Act No. 499/2004 Coll.) Holder-owner of archival record (archival groups)	Files on archival group A 1; Acquisitions/losses V 5; External change file (ordered according to acquisitions/losses numbers) A 10; Archival cultural relics and national cultural relics register A 5; Proposals for declaration of archival records to become a cultural archival relic/national cultural relic V 5; Physical condition checks of archival cultural relics and national cultural relics kept in the NA A 5; Control books including measures and their implementation A 5; Physical condition checks of archival cultural relics and national cultural relics kept outside archives and other cultural scientific institutions A 5; Proposals for declaration of archival records to become UNESCO relic V 5
Economic-operational agendas	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation; Economic-operational agendas – compliance pursuant to Act No. 563/1991 Coll. and others	Act No. 563/1991 Coll., Section 31(2) Act No. 134/2016 Coll., on Public Procurement Act No. 563/1991 Coll., on Accounting Regulation of the Ministry of the Interior No. 45/2016, on Public Procurement Instruction of the Ministry of Finance No. R1-2010, Article 12 to specify the procedure of the Ministry of Finance, program administrators and program participants in the preparation, implementation, financing and evaluation of a program or event and the operation of the information system for program financing Act No. 340/2015 Coll., on the Register of Contracts Act No. 320/2001 Coll., on Financial Control Act No. 218/2000 Coll., on Budgetary Rules Act No. 219/2000 Coll., on Property of the Czech Republic Decree No. 383/2009 Coll., on Accounting Records in Printed Form Decree No. 410/2009 Coll. (implementing decree on accounting)	Contracting Parties Ministry of the Interior, Ministry of Finance, Supreme Audit Office	Bookkeeping documents (incoming invoices, travel orders) S 10; Cash receipts S 10; Outgoing invoices S 10; Bank statements S 10; Public procurement S 10; Public procurement from grant programmes A 10; Investment plans V 10; Documentation on preparation and realization of purchases S 10; Equipment against payment takeover records V 10; Protocols on inclusion/elimination of the use of property A 10; Loans/borrowings of property S 5; Requests for repairs S 5; Stock management documents S 5
Safety and health protection during work and fire protection	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation; OSH during work – compliance pursuant to Act No. 320/2001 Coll. and others	Act No. 309/2006 Coll., Section (7) Act No. 262/2006 Coll., Sections (101) to (108) Act No. 234/2014 Coll., Section (124) Act No. 133/1985 Coll., Section (16)	State Labour Inspection Office / Regional Labour Inspectorates Regional Hygiene Stations General Directorate of Fire Rescue Service / Regional Fire Rescue Services	OSH training reports S 5; Reports, protocols and investigation of accidents at work and their causes A 5

Internal audit	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation	Act No. 320/2001 Coll. Decree No. 416/2004 Coll.	Data is not provided outside the Archives with the exception of control bodies (Ministry of the Interior).	Internal audit reports, explanations and statements, remedial actions V 10; Plans and evaluation of internal audits V 10
Investigator's agenda under the Act on Civil Service	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation – investigator under the Civil Service Act	Government Regulation No. 145/2015 Coll. Act No. 234/2014 Coll., on Civil State Service, point (d) of Section (205)	Law enforcement authorities or higher administrative authorities	Employee complaints V 5; Investigator's Report on Corruption A 5
Administrative procedure and offence procedure	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation	Act No. 500/2004 Coll., Administrative Procedure Code Act No. 499/2004 Coll., on Archiving and Records Management Act No. 250/2016 Coll., on Liability for Offenses and Proceedings on Them	Party to the proceedings or his/her representative Person who has proven a legal interest in consulting a file Ministry of the Interior as a superior administrative body Courts in judicial review	Administrative procedure/offence procedure, remedies V 5
Owners of archival records	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation	Act No. 499/2004 Coll., Sections (24)(1), (24)(2), (24)(4), (25)(2), (31)(1), (31)(3), (32)(1) to (32)(4) Decree No. 645/2004 Coll., Section (12b)	Ministry of the Interior	Control books, including measures and their implementation A 5; Physical condition checks of archival cultural relics and national cultural relics kept outside archives and other cultural scientific institutions A 5
eLearning education system Moodle	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation	Act No. 499/2004 Coll., on Archiving and Records Management, point (c) of Section (46)(3)	Data is not provided to third parties, only to data subject.	Data is kept during the participant's participation in education.
Archives portal	Point (c) of Article 6(1) of the GDPR – processing necessary for compliance with a legal obligation	Act No. 499/2004 Coll., on Archiving and Records Management, point (b) of Section (46)(3), Section (18b)	Data is not provided to third parties, only to data subject and competent public archives.	Data is kept permanently. Cf. point (d) of Article (17)(3) of the GDPR