**INFORMATION ON THE PROCESSING OF CLIENTS’ PERSONAL DATA (SPORTS CLUBS, ASSOCIATIONS, TENANTS)**

| Agenda | Purpose of processing | Personal data category | Legal grounds | Specification | Personal data source | Retention period and erasure time limit | Data recipient categories |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Correspondence | Received and sent mail | First name, surname, address, phone, e-mail, signature | f) protection of legitimate interests of the controller or other party over which the data subject’s interests in its privacy do not prevail | Specification, exercise or defence of legal claims | Data subject | 2 years |  - |
| Record management services | Performance of record management services | First name, surname, address, phone, e-mail, signature | c) performance of the controller’s legal obligation | Act No. 499/2004 Coll. on archiving and record management services | Data subject | 5-10 years according to the retention plan |  - |
| Taking photographs and making video recordings | Promotion of the company | Photographs | f) protection of legitimate interests of the controller or other party over which the data subject’s interests in its privacy do not prevail | Use of photographs for advertisement and promotion purposes | Contractual photographer | On a continuous basis |  - |
| Bookkeeping | Issue and recording of accounting documents | First name, surname, signature | c) performance of the controller’s legal obligation | Act No. 563/1991 Coll. on accounting, Act No. 235/2004 Coll. on value added tax | Data subject | According to the retention plan and special statutory regulations | Tax authority |
| Badminton | BIZZY booking system operation | First name, surname, phonee-mail  | f) protection of legitimate interests of the controller or other party over which the data subject’s interests in its privacy do not prevail | Facilitation of booking services (short-term rental of badminton courts) | Data subject | Until the user account is cancelled | MOTION ZONE s.r.o.Smarcoms online services s.r.o. (co-processor) |
| Badminton | Providing services to clients of Multisport Benefit (acting as the processor) | First name, surname, Multisport card No. | *The legal grounds are not determined in the processor’s role* |  - | Data subject | Until submission to the controller (Multisport Benefit s.r.o.) | Multisport Benefit, s.r.o. (in the role of the controller)  |
| Guest book | Registration of guests in the guest book | First name, surname, date of birthDate and time of arrival and departure  | f) protection of legitimate interests of the controller or other party over which the data subject’s interests in its privacy do not prevail | Registration of visitors entering the building for purposes of determining, enforcing or defending legal claims | Data subject | On a continuous basis |  - |
| CCTV operation | Safety and protection of life and health of persons (employees, contractual partners or participants and visitors of sports, cultural events and other events) | CCTV recording | f) protection of legitimate interests of the controller over which the data subject’s interests in its privacy do not prevail | Safety and protection of life and health of persons  | Data subject | 240 hours (10 days)in case of a security incident until investigation thereof | Law enforcement authorities or administrative authorities for conducting misdemeanour proceedingsInsurance companies involved in investigations related to claims settlementHC Vítkovice sports club |
| CCTV operation | Prevention of crimes, vandalism and intentional damage to property of the controller, contractual partners, event participants and other involved parties | CCTV recording | f) protection of legitimate interests of the controller over which the data subject’s interests in its privacy do not prevail | Prevention of crimes and vandalism | Data subject | 240 hours (10 days)in case of a security incident until investigation thereof | Law enforcement authorities or administrative authorities for conducting misdemeanour proceedingsInsurance companies involved in investigations related to claims settlementHC Vítkovice sports club |
| CCTV operation | Compliance with the centre's rules and regulations by visitors and users | CCTV recording | f) protection of legitimate interests of the controller over which the data subject’s interests in its privacy do not prevail | Compliance with the rules and regulations by visitors and users | Data subject | 240 hours (10 days)in case of a security incident until investigation thereof | Law enforcement authorities or administrative authorities for conducting misdemeanour proceedingsInsurance companies involved in investigations related to claims settlementHC Vítkovice sports club |
| CCTV operation | Performance of obligations as per the Payment Card Acceptance Agreement entered into by and between the controller and the bank UniCredit Bank Czech Republic and Slovakia, a.s., based at Želetavská 1525/1, post code 140 92 Prague 4 – Michle  | CCTV recording | f) protection of legitimate interests of a third party (banking institute) over which the data subject’s interests in its privacy do not prevail | The legitimate interest of the third party (bank) in keeping a record for a period of 30 days is to ensure the specification, exercise or defence of legal claims related to the provision of card services for purposes of payments at parking pay points | Data subject | 720 hours (30 days)in case of a security incident until investigation thereof | Bank |