

# Information memorandum for authors, editors, co-editors, reviewers and members of editorial boards

The Czech Academy of Agricultural Sciences (CAAS) processes and protects personal data in accordance with the applicable legislation. The CAAS's responsibilities in this area are set out in the General Data Protection Regulation (GDPR) and the Personal Data Protection Act.

## I. Identity and Contact Details of Organization

Czech Academy of Agricultural Sciences (CAAS), headquarters Těšnov 65/17, 110 00, Prague 1, Czech Republic, ID 48135291, is the controller and processor of personal data.

If you have any concerns as to how your personal data are processed you can contact us:

By post: Czech Academy of Agricultural Sciences, Slezská 7, 120 00, Praha 2, Czech Republic  
By e-mail: [cazv@cazv.cz](mailto:cazv@cazv.cz)  
Contact person: Ing. Vendula Pospíšilová, PhD, Manager of the Editorial Office,  
e-mail: [vendula.pospisilova@cazv.cz](mailto:vendula.pospisilova@cazv.cz)

## II. Data Processing Purposes and Legal Grounds for Processing

CAAS processes personal data of authors (corresponding authors and co-authors) exclusively for the purpose of publishing scientific journals and proper administrative record keeping. Data processing is necessary for the performance of a task carried out in the public interest (Art. 6(1e) GDPR).

CAAS processes personal data of reviewers for the purpose of reviewing of the published scientific journals and proper administrative record keeping. Data and a list of the reviewed articles will be processed and recorded in the database of our partner reviewers so that we may repeatedly offer you to cooperate with our organization. Data processing is necessary for the performance of a task carried out in the public interest (Art. 6(1e) GDPR).

CAAS processes personal data of editorial boards members (editors, co-editors and other members of editorial boards) for the purpose of publishing scientific journals and proper administrative record keeping.

## III. Legitimate interests

Authors, reviewers, editors, co-editors and other members of editorial boards of the CAAS scientific journals shall be acquainted that legitimate interests may be implied, especially within collective e-mail campaigns to all CAAS journals authors, reviewers and members of editorial boards.

## IV. Personal data recipients

Your personal data are disclosed to the following recipients in compliance with Art. 4(9) GDPR:

- CAAS IT services providers, who run the servers and other HW;
- CAAS redaction system provider;
- Personal data may be further disclosed to the Ministry of Agriculture and other institutions concerned with agriculture (schools, non-profit organizations, etc.) and within the CAAS scientific/administrative boards (Board of Directors, Publishing board, Editorial board, etc.).

## **V. Transfer of Personal Data to Third Countries**

Personal data of authors (corresponding author's name, affiliation, e-mail address), editorial board members (name, affiliation, town, country), and reviewers who reviewed articles for the CAAS journals in a given year (name, town, country) are freely available on the internet.

## **VI. Personal Data Storage Period**

Storage period for the personal data of authors, reviewers and editorial boards members is set to 20 years.

## **VII. Rights of data subjects**

Which rights do you have in compliance with the personal data protection regulation?

- Right to obtain confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to the personal data and the following information.
- Right to rectification, which means we have to rectify inaccurate personal data concerning you without undue delay.
- Right to erasure and to restriction of processing of your personal data if the conditions are fulfilled (Art. 17 and 18 GDPR).
- Right that we shall communicate to each recipient to whom the personal data have been disclosed, any rectification or erasure of your personal data or restriction of processing carried out, if the conditions are fulfilled (Art. 16, 17(1) and 18 GDPR).
- Right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you, unless authorized by the EU or Czech legislation.
- Right to lodge a complaint against our practice with a supervisory authority; in the Czech Republic this authority is the Office for Personal Data Protection in Prague.

You will have all the above-stated rights also after the Regulation (EU) 2016/679 of the European Parliament and of the Council, 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) come to force.

## **VIII. Automated decision-making**

Automated decision-making is not applied.

Prague, 1/10/2020

Ing. Hana Urbancová, Ph.D.

Director of the CAAS