

Information on the processing of personal data

1. Information about the Association

Rolling: Association for the development of role-playing and education games, Fučíkova 283, 411 55 Terezín, Identification number: 02296802, reference number: L 10922 registered at the Regional Court in Ústí nad Labem (hereinafter referred to as Association) processes and stores personal data of certain individuals. Mainly, these persons are either participants of events organized by the Association, volunteers working at events organized by the Association, or members and employees of the Association. The following information on the processing of personal data (hereinafter referred to as "Information") describes how the Association collects and processes the personal data and informs the data subjects on their rights.

Any inquiries can be addressed to the Association

- Written inquiries to the address: Fučíkova 283, 411 55 Terezín
- Electronically via e-mail: rolling@rolling.cz

2. What personal data of the event participants are being processed, for what purpose, to what extent and for how long are they archived?

The Association collects and processes, in particular, the following personal data of Participants of Events organized by the Association:

- Identification information - in particular, name, surname, date of birth, address, the country in which the participant lives. The participant provides this information when completing the event registration form, and the data can be eventually updated at the time of registration or check-in directly on the location of the event. The Association collects this data for the identification purposes.
- Contact details - especially phone number and e-mail, profiles on social networks. The Association obtains the data directly from the participants and uses it to communicate about the event to which the participant has signed up.
- Physical measurement data - the Association gathers this information from participants at events where it provides them with costumes.
- Game preference information - participants provide this information when filling out the event registration form. The Association uses this data to assign the participants the game role for the event.
- Information on health restrictions - participants provide the information upon confirmation of attendance or when registering on the location, the data include information about the limitations that may arise from the participant's health conditions and that may be relevant during the event (typically food allergies, different phobias, etc.).
- Photographs and audio-visual recordings - participants provide their photos upon confirmation of attendance and the photos are used for the overview of the roles cast (so-called tableau) and other game tools. Photographs and, in some cases, audiovisual documentation are also taken at the events for the purpose of documenting the activities of the Association.

● Payment data - as part of the book-keeping, the Association records the payment received from participants, including payments received from participants who have cancelled their attendance.

The Association processes the data of the participants for the following purposes in particular:

1) Purpose of the processing: Organization of the event to which the participant has applied, including the preparation of the event (for example preliminary communication with participants, distribution of the game roles), providing costumes, props and other tools and fulfilling the conditions the Association has committed under the terms of the event; and the after event communication with participants directly related to the organization of the event (for example feedback, photographic documentation).

The legal basis of processing: Contract execution.

The scope of personal data processed: Identification data, contact details, physical measurements (if the Association provides costumes at the event), subscription fee details, food requirements, gaming preferences, assigned roles, list of lent props and costumes.

Processing time: During the preparation and the event, and 1 month after the event for immediate communication with the participants.

2) Purpose of processing: Settlement of possible obligations of the Association towards participants and participants towards the Association and control of the payment of subscription fees.

The legal basis for processing: Legitimate interest of the Company.

The scope of personal data processed: Identification data, contact details, physical measurements (if the Association provides costumes), subscription fee details, food requirements, gaming preferences, assigned roles, list of lent props and costumes.

Processing time: For the minimum necessary period, not longer than 1 year after the event, or optionally, until all the participant's obligations have been resolved. After this period, the data is deleted.

3) Purpose of processing: Informing participants about role casting and providing other pre-game and in-game materials.

The legal basis for processing: Legitimate interest of the Association.

The scope of processed personal data: Participant's name and surname, assigned role, photographs. The data is shared with other registered and confirmed participants.

Processing time: During the preparation and holding of the event. After the event, the materials provided by participants (photos) and game materials provided to the participants are deleted.

4) Purpose of processing: Communicating with the event participants.

The legal basis for processing: Legitimate interest of the Association.

The scope of processed personal data: E-mail addresses, public profiles on social networks.

Processing time: The data that the participants provide during e-mail communication remain stored on the mail server. The information provided by the participants when communicating on social networks remains available on the appropriate social networks.

5) Purpose of processing: Ensuring mental and physical health and safety of the event participants.

The legal basis of processing: Consent from the subject.

The scope of personal data processed: Identification data, contact details, health restrictions, contact with a next of kin or a close person in case of emergency, contact with the insurance company (for foreign participants). Only heads of the project, persons responsible for roles distribution and health professionals at the event have access to the data.

Processing time: We keep the data for the duration of the event.

6) Purpose of processing: Protecting the interests of the Association and ensuring safety at the event.

The legal basis for processing: Legitimate interest of the Association.

The scope of processed personal data: Identification details, contact details.

Processing time: Confirmation of health and safety training during the event is archived for 3 years.

7) Purpose of processing: Evaluating and improving the quality of the events.

The legal basis for processing: Legitimate interest of the Association.

The scope of processed personal data: Name and surname (if provided by the subject), assigned role (if provided by the subject).

Processing time: Feedback questionnaires are archived for 1 year. Anonymous questionnaires are archived for further use.

8) Purpose of processing: Documentation of the activities of the Association.

The legal basis for processing: Legitimate interest of the Association.

The scope of processed personal data: Photographs and audiovisual recordings from the events organized by the Association.

Processing time: Photographs and audiovisual recordings from events are archived as a way of documenting the Association's activities. These records are taken and published by external photographers. Event participants are familiar with photos from events before their release, and non-approved photos are not published. The Association asks all participants to name only themselves when name tagging photos on social networks.

9) Purpose of processing: Book-keeping and tax obligations

The legal basis for processing: Compliance with legal obligations.

The scope of processed personal data: Identification data, payment information, payment history data.

Processing time: 5 years (statutory requirement).

10) Purpose of processing: Evidence of discount granted for the events Legal

basis for processing: The Association's legitimate interest.

The scope of processed personal data: Name and surname, amount or character of the discount for the event, the reason for the discount.

Processing time: For a period of 3 years after applying for the discount on the event fees.

The Association archives anonymous data from registration questionnaires and from feedback questionnaires for the statistics and research purpose.

Minors create a special category of participants at some of the events. We collect the following information about minors participating:

1) Purpose of processing: Direct organization of the action to which the minor has been signed up.

The legal basis of processing: Contract execution

The scope of personal data processed: Name, surname, age, the name of parents, details of payment of the subscription fee, food requirements. Processing time: During the preparation and the event, and 1 month after the event for immediate communication with the participants.

2) Purpose of processing: Settlement of possible obligations of the Association towards participants and participants towards the Association and control of the payment of subscription fees.

The legal basis for processing: Legitimate interest of the Association.

The scope of personal data processed: Name, surname, age, the name of parents, details of payment of the subscription fee, food requirements. Processing time: For the minimum necessary period, not longer than 1 year after the event, or optionally, until all the participant's obligations have been resolved. After this period, the data is deleted.

3) Purpose of processing: Documentation of the activities of the Association.

The legal basis of processing: Consent of the participant's parents.

The scope of processed personal data: Photographs and audiovisual recordings from events.

Processing time: Photographs and audiovisual recordings from events are archived as a way of documenting the Association's activities. These records are taken and published by external photographers. Event participants are familiar with photos from events before their release, and non-approved photos are not published. The Association asks all participants to name only themselves when name tagging photos on social networks.

Some of the personal data of the event participants are handed over by the Association to the following categories of recipients:

1) The Association shall provide grant donors and subsidies providers with identification details of the participants and the details of their participation in the event.

- 2) The Association shall provide the accommodation providers with identification details of the participants. In this case, the participants are informed of the situation.
- 3) The accounting for the Association is processed by SJ Consulting s.r.o.

The Association does not carry out automated individual decision-making on the data provided by the subjects.

3. What personal data of volunteers and external collaborators at events are being processed, for what purpose, to what extent and for how long are they archived?

The Association collects and processes, in particular, the following personal data provided by the volunteer and external associates at events organized by the Association:

- Identification information - in particular, name, surname, date of birth, address, the country in which the volunteer/external associate lives. The participant provides this information when completing the event registration form, and the data can be eventually updated at the time of registration or check-in directly on the location of the event. The Association collects this data for the identification purposes.
- Contact details - especially phone number and e-mail, profiles on social networks. The Association obtains the data directly from the participants and uses it to communicate about the event to which the volunteer/external associate has signed up to.
- Game preference information - the volunteers/external associates provide this information when filling out the event registration form. The association uses this data to organize the game content for the event.
- Information on health restrictions - volunteers and external collaborators provide the information upon confirmation of attendance or when registering on the location, the data include information about the limitations that may arise from the participant's health conditions and that may be relevant during the event (typically food allergies, different phobias, etc.).
- Photographs and audiovisual recordings - Photographic and, in some cases, audiovisual documentation for actions to document the Association's activities.
- Payments data - The association keeps records of payments made by volunteers and external contributors, including those who had cancelled their participation, in case a payment is required from this group.

The Association processes the data of volunteers and external collaborators, especially for the following purposes:

- 1) Purpose of the processing: Direct organization of the action that a volunteer / external collaborator participates in, including preparation of the event (for example, pre-game communication with staff, distribution of roles), props and other tools, and communications with staff directly related to the organization of the event (for example, the feedback).

The legal basis of processing: Legitimate interest of the Association for purpose of organizing the event.

The scope of processed personal data: Identification data, contact details, payment details of the subscription fee (if required), food requirements, gaming preferences, means of transport to the event.

Processing time: During the preparation and holding of the event and for the time necessary, not longer than 1 year after the event, or optionally, until all the obligations have been resolved. After this period, the data is deleted.

2) Purpose of processing: Contact sheets of volunteer workers at the event. The legal basis for processing: Legitimate interest of the Association.

The scope of processed personal data: Collaborator's name and surname, phone number. The data is shared with other volunteer workers at the event.

Processing time: During the preparation and holding of the event. After the action, these materials are shredded.

3) Purpose of processing: Communicating with volunteer workers and external collaborators.

The legal basis for processing: Legitimate interest of the Association.

The scope of processed personal data: E-mail addresses, public profiles on social networks.

Processing time: Data provided by the volunteers / external collaborators during e-mail communications will remain stored on the mail server. The information provided by the volunteer / external collaborators when communicating on social networks remains available on the appropriate social networks.

4) Purpose of processing: Ensuring mental and physical health and safety of the event volunteers and collaborators.

The legal basis of processing: Approval from the subject.

The scope of personal data processed: Identification data, contact details, health restrictions, contact with a next of kin or a close person in case of emergency, contact with the insurance company (for foreign participants). Only heads of the project and health professionals at the event have access to the data.

Processing time: We keep the data for the duration of the event.

5) Purpose of processing: Protecting the interests of the Association and ensuring safety at the event.

The legal basis for processing: Legitimate interest of the Association.

The scope of processed personal data: Identification details, contact details.

Processing time: Confirmation of health and safety training during the event is archived for 3 years.

6) Purpose of processing: Evaluating and improving the quality of the events.

The legal basis for processing: Legitimate interest of the Association.

The scope of processed personal data: Name and surname (if provided by the subject), assigned role (if provided by the subject).

Processing time: Feedback questionnaires are archived for 1 year. Anonymous questionnaires are archived for further use.

7) Purpose of processing: Documentation of the activities of the Association.
The legal basis for processing: Legitimate interest of the Association.
The scope of processed personal data: Photographs and audiovisual recordings from the events organized by the Association.
Processing time: Photographs and audiovisual recordings from events are archived as a way of documenting the Association's activities. These records are taken and published by external photographers. The Association asks all collaborators to name only themselves when name tagging photos on social networks.

8) Purpose of the processing: Book-keeping and tax obligations - if voluntary contributions are required from volunteers and external collaborators
The legal basis for processing: Compliance with legal obligations.
The scope of processed personal data: Identification data, payment information, payment history data.
Processing time: 5 years (statutory requirement).

9) Purpose of processing: Information on project authors on websites and social networks
The legal basis of processing: Data subject's consent.
The scope of processed personal data: Name and surname, author's short bio, photographs.
Processing time: For the duration of the project. Data collected through anonymous feedback questionnaire data is archived by the Association for statistical and research purposes.

Some personal data of volunteers and external collaborators are handed over by the Association to the following categories of recipients:

- 1) The Association shall provide grant donors and subsidies providers with identification details of the volunteers and external collaborators and the details of their participation in the event.
- 2) The Association shall provide the accommodation providers with identification details of the volunteers and external collaborators. In this case, they are informed of the situation.
- 3) The accounting for the Association is processed by SJ Consulting s.r.o.

The Association does not carry out automated individual decision-making on data collected from subjects.

4. What personal data of the employees of the Association are being processed, for what purpose, to what extent and for how long are they archived?

The Association collects and keeps, in particular, the following personal data from employees of the Association:

- Identification data - especially name, surname, date of birth, birth number, address. This information is provided by the Employee when signing a job contract. This data is collected for the identification purposes.
- Contact details - especially phone number and e-mail. This data is gathered directly from the employees and used to communicate with the employee.
- Data on the employment relationship - in particular, the type of employment, the period of the employment, the nature of the work provided.
- Employee wage/salary data - the actual wage/salary negotiated and paid to the employee's bank account number. The Association records this information for the book-keeping purposes.

The Association processes the data of employees in particular for the following purposes:

1) Purpose of processing: Performance of a contract that establishes the legal job status or another similar status

The legal basis of processing: Execution of the contract, processing resulting therefrom or processing to conclude the contract.

The scope of personal data processed: Identification data, contact details, employment status details, wage/salary details.

Processing time: For the duration of the contract or agreement.

2) Purpose of processing: Keeping and processing of documents, records and data on employees in connection with the execution of the employer's statutory obligations such as pension, social and health insurance, employer's obligations under the Income Tax Act and employer's obligations under the Labor Code, on employment and occupational safety regulations

The legal basis of processing: Compliance with statutory requirements

The scope of processed personal data: Identification data, contact details, employment relationship data, the wage/salary details.

Processing time: The necessary period specified by the appropriate laws

3) Purpose of processing: Book-keeping and tax obligations

The legal basis for processing: Compliance with legal obligations.

The scope of processed personal data: Identification data, employment status data, details of fee or employee wage.

Processing time: For the period specified by statutory requirement - for example, accounting documents including employment contracts and agreements are archived for 5 years, annual reports and financial statements for 10 years, wage sheets of 30 years.

4) Purpose of processing: Communicating with employees.

The legal basis for processing: Legitimate interest of the Association.

The scope of processed personal data: E-mail addresses, public profiles on social networks.

Processing time: Data provided by employees during e-mail communications remain stored on the mail server. Employee details provided by the employee when communicating on social networks will remain available on the appropriate social networks.

Certain personal data of employees are handed over by the Association to the following categories of recipients.

- 1) The accounting for the Association is processed by SJ Consulting s.r.o.
- 2) In addition, public authorities (such as courts, financial authorities, social security or police) and other entities, such as health insurance companies, may be the recipients of the mentioned personal data under the condition of law.

The Association does not carry out automated individual decision-making on data subjects.

5. What rights does the data subject have?

The data of the data subjects are processed in a transparent, correct and lawful manner. Data subjects have the right to access their data, as well as the right to explanations and other rights if they believe the processing is not carried out properly.

Each data subject has the following rights:

- 1) The right to information about the processing of personal data.
- 2) The right to access his or her personal data, including a copy of personal data.
- 3) The right to correction.
- 4) The right to erase (the right to be forgotten).
- 5) The right to limit the processing of the data.
- 6) The right to the data transfer.
- 7) The right to object.
- 8) The right not to be subjected to automated individual decision-making, including profiling.
- 9) The right to file a complaint with the Personal Data Protection Authority or another relevant supervisory authority in connection with the processing of personal data.

The Association processes the data of the data subjects on the basis of legal titles, including:

- 1) Compliance with legal obligations
- 2) Execution of the contract
- 3) The legitimate interest of the Association
- 4) Data subject's consent.

The consent of the data subject to the processing of his or her personal data may be granted for one or more specific purposes - this title is used by the Association only in those cases where it is not authorized to process personal data under another legal title.

The subject may withdraw the consent to the processing of personal data at any time. If the data subject withdraws his or her consent to the processing, this does not mean that the processing of personal data prior to such an appeal is unlawful - withdrawal of consent has no retroactive effect and the processing of personal data resulting from such consent prior to its withdrawal is unaffected. The data subject is informed about this fact before expressing consent to the processing of personal data.