

MASARYK UNIVERSITY ARCHIVES

Year .....

Nr. ....

**RESEARCH SHEET**  
(to be filled in by a researcher)

Name (names) and surname.....

Birth name.....

Day, month, year and place of birth.....

Permanent adress.....

Phone: (optional).....e-mail:(optional).....

Delivery address.....

Nationality.....

ID card, passport, other similar document no.....

Exact specification of the subject of study and its time scope:

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.....

**Purpose of consulting:\*)**

Official (service, study)

Private

**Focus of study:\*)**

Scientific (study, monograph, student paper, thesis, dissertation, etc.)

Scientific editions of documents

Genealogical purposes

Study for personal interest

Publishing and journalism

Exhibition purposes

Requests by public authorities

Chronicles

\*) mark the applicable option with a cross in the box.

If requesting materials for official (service or study) purposes:

Name and address of the legal entity on whose behalf the researcher requests information:

.....







**Information for the researcher:**

Information provided to the data subject under Art. 13 of 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; hereinafter the "GDPR").

The personal data **controller** under the GDPR is the Masaryk university. Id. No.: 00216224 Mailing address: Masarykova univerzita, Žerotínovo náměstí 617/9, 601 77 Brno. E-mail address: info@muni.cz. Data box ID: 9tmj9e4. **Contact details of the data protection officer** – E-mail address: [poverenec@muni.cz](mailto:poverenec@muni.cz) • **Purpose of personal data processing:** inspection of archived documents by the researcher under Act No. 499/2004 Coll. • **Legal basis for processing:** Art. 6 (1)(c) GDPR – processing necessary for the performance of a legal obligation: Act No. 499/2004 Coll., Section 34 (1), (3), (4), (5) and (6), Section 35, Section 37 (2) to (13), Section 38 (1)(c), (d), (e), (2) and (5), Section 38a; Decree No. 645/2004 Coll., Annex 3 • **Period of storage of the personal data:** The shredding periods apply as set out in the Filing and Shredding Plan of Masaryk university. • **Rights of data subjects:** Each data subject has, under Art. 15 GDPR, the right to access personal data related to him/her; under Art. 16 GDPR, the right to request that the controller rectify inaccurate personal data related to him/her, and under Art. 17 GDPR, the right to erasure of personal data concerning him/her. The right to erasure cannot be exercised if the personal data are being processed for archiving purposes in a public interest; consequently, erasure of personal data under Art. 17 (3)(d) GDPR is not carried out in archive files stored in the Masaryk university archives. The data subject has the right to claim that the controller restrict processing of the data subject's personal data in the cases listed in Art. 18 GDPR. The data subject has the right to request that the controller inform him/her of the recipients of personal data under Art. 19 GDPR. The controller does not process personal data by automated means; the right to data portability under Art. 20 GDPR will therefore not apply. **Under Art. 21 GDPR, the data subject has the right to object at any time to the processing of personal data concerning him/her if the processing is necessary for the performance of a task carried out in the public interest or in the exercise of public authority pursuant to Art. 6 (1)(e) GDPR.** If processing of personal data of a data subject is based on consent granted by the data subject to the processing of his/her personal data, the data subject has the right to revoke the consent at any time. Such revocation in no way prejudices the lawfulness of processing based on the consent granted before its revocation. **The data subject has the right to file a complaint with the supervisory authority**, i.e. the Office for Personal Data Protection. Mailing address: Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7, E-mail address: [posta@uouu.cz](mailto:posta@uouu.cz), Data box ID: qkbaa2n • Personal data processing by the controller does not include any automated decision-making or profiling • **Recipients**, or categories of recipients: the researcher's personal data under Section 37 (3) and Section 35 (a), (b) and (c) of Act No. 499/2004 Coll. (*within the scope of the name, surname, date and place of birth, citizenship, address of the place of residence in the territory of the Czech Republic, or residence address abroad, addresses to which written documents are to be delivered under a special legal regulation*) will be disclosed in connection with obtaining consent to inspection of archived documents comprising personal data of living persons from data subjects whose personal data will thus be inspected (under Section 37 (2) and (3) of Act No. 499/2004 Coll.); organisational components of the State, armed forces, security corps, intelligence services of the Czech Republic, territorial self-governing units, as well as persons who are authorised to inspect documents under special legal regulations may inspect archived documents originating from the State or a territorial self-governing unit under Section 38 (5) of Act No. 499/2004 Coll. • The controller does not, and does not intend to, transfer personal data to a third country or to an international organisation • The provision of personal data by the researcher is a statutory requirement; if the data are not provided, the researcher will not be allowed to inspect the archived documents. This Annex 1 forms an integral part of the Research Form.

**Researcher's declaration:**

I confirm by attaching my signature below that I have acquainted myself with the contents of the present information and acknowledge it.

In	on	The researcher's signature
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