

Data Protection at CELSI

Introduction

The Central European Labour Studies Institute (CELSI), registered at Zvolenská 1202/29, 821 09 Bratislava, Slovak Republic, is committed to protecting personal data in accordance with [Regulation \(EU\) 2016/679](#) – the General Data Protection Regulation (GDPR), which governs the processing of personal data and the free movement of such data within the EU. In Slovakia, data protection is further regulated by Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments to Certain Acts, available in full at [Slov-lex.sk](#).

This policy outlines how CELSI collects, processes, stores, and protects personal data in the context of its academic, analytical, and policy-related research, online presence, and public communication.

CELSI processes personal data only when a valid legal basis and ensures that all data handling is lawful, transparent, secure, and fully respectful of individuals' rights.

Legal Basis for Data Processing

CELSI collects and processes personal data only when a valid legal ground under Article 6 GDPR is met. These include:

- Explicit consent – the data subject has given clear and informed consent for the processing of their data for one or more specific purposes;
- Public interest research – the processing is necessary for scientific or historical research purposes and is carried out with appropriate safeguards;
- Data made public by the subject – the individual has clearly made the information public themselves (e.g., through a speech, article, or public role);
- Legal claims or obligations – the processing is necessary for the establishment or defence of legal claims or to comply with Slovak or EU law.

All processing is carried out in accordance with the principles of lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation, and integrity/confidentiality.

Categories of Data We Collect

Depending on the project, CELSI may collect the following:

Personal Data

- Information that can directly or indirectly identify a person, including but not limited to:

- Name, email address, job title;
- Audio/video recordings (if the individual is identifiable);
- Interview transcripts, field notes, survey responses;
- Contact information for project-related communication.

- Special Categories of Data (Sensitive Personal Data): Subject to additional safeguards under Article 9 GDPR, such as:

- Racial or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership;
- Genetic data;
- Biometric data used for identification;
- Data concerning health;
- Data concerning a person's sex life or sexual orientation.

Who Has Access to Your Personal Data

Access to personal data at CELSI is strictly limited:

- CELSI researchers and staff, under signed confidentiality agreements;
- In exceptional cases and after careful consideration and only strictly in line with the above legislation data may be shared with partner organisations within the project consortium and the project funder.

In such cases:

- You will be notified in advance of which partners may access your data;
- You will be asked to give consent;

All partners will be contractually obligated to follow GDPR and apply appropriate security standards.

Use of Third-Party Platforms and Social Media

CELSI may use third-party platforms and IT tools for communication, data collection, or promotional purposes. In such cases, CELSI ensures that:

- Data is processed under GDPR-compliant conditions (e.g., using Standard Contractual Clauses or EU-based providers);
- No unnecessary data is transferred.

Audio-Visual Materials and Events

CELSI may record or photograph events (such as public discussions, workshops, or interviews) for documentation, evaluation, and dissemination purposes. This may include web-streaming or publication of event recordings.

You will be informed in advance if any photo or video recording is planned.

CELSI will not individually photograph or film participants without notification or consent, unless part of a panoramic or incidental capture during public events.

Data Storage and Retention

CELSI stores personal data only for as long as necessary to fulfil the research purpose. The exact retention period depends on:

- The nature and objectives of the research;
- Ethical and academic standards;
- Legal or funder-specific requirements (e.g. the European Union or other grants).

You will always be clearly informed:

- Of the planned retention period, or if that is not possible the criteria used to determine that period.

Storage and Security Measures

CELSI applies strong technical and organisational safeguards such as:

- Access-controlled cloud platforms (with two-factor authentication);
- Data transfers over secured connections;
- Pseudonymisation or anonymisation of data wherever possible;
- Strict access controls based on project role and need.

After secure transfer:

- Local copies are permanently deleted;
- Paper notes with identifiable information are securely destroyed;
- Upon expiration of the retention period, data is either permanently deleted or fully anonymised.

CELSI regularly audits its data protection practices to ensure full GDPR compliance and information security.

Your Rights Under the GDPR

As a data subject, you have the right to:

- Access your data and receive confirmation of processing;
- Rectify inaccurate or incomplete personal information;
- Request erasure (“right to be forgotten”);
- Restrict processing under certain conditions;
- Receive your data in a portable, machine-readable format;
- Object to processing based on legitimate or public interest;
- Withdraw consent at any time, without any adverse consequences.

Please note that withdrawal of consent does not affect the lawfulness of processing carried out prior to the withdrawal. In some cases, CELSI may still be legally or contractually required to retain your data.

We respond to all rights requests within one calendar month, in accordance with Article 12 GDPR.

experience. Cookies are small text files stored on your device that allow us to:

- Enable core website functionality (necessary cookies);
- Collect anonymous usage statistics (analytics cookies);
- Remember user preferences (e.g., language settings).

You can manage or disable cookies through your browser settings. We do not collect personally identifiable information via cookies unless explicitly provided by you through website forms.

Supervisory Authority

If you believe your data protection rights have been violated, you have the right to lodge a complaint with the supervisory authority:

Office for Personal Data Protection of the Slovak Republic

Hraničná 12, 820 07 Bratislava 27, Slovak Republic

<https://dataprotection.gov.sk>

Contact Information

If you have any questions about data protection or wish to exercise your rights, please contact:

Data Protection Officer

Central European Labour Studies Institute (CELSI)

Zvolenská 1202/29, 821 09 Bratislava, Slovak Republic

Email: dataprotection@celsi.sk