

# Information on the processing of Personal Data for employees

## Information on the processing of personal data of employees during use of Multi-Factor Validation (MFA)

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Charles University as a personal data administrator processes personal data of employees in the context of the introduction and operation of multi-factor authentication for access to university information systems, applications and related services.

### **Purpose of processing**

The purpose of processing is to ensure the security of user accounts, protection of personal data and other information processed in Charles University information systems, prevention of unauthorised access and enhancement of the security for system logins and services used in the performance of work activities.

### **Extent of personal data processed**

In connection with MFA, the following personal data may be processed in particular:

- employee identification and user account details,
- details of the chosen authentication method,
- telephone number, if used for verification purposes,
- registration details of an authentication application or other authentication method,
- operational and security logs related to login and authentication.

### **Legal basis for processing**

The legal basis for the processing is Art. 6, par. 1 letter e) GDPR, i.e. the processing necessary for the fulfilment of a task carried out in the public interest, in connection with security of information systems and data protection.

### **Processing time**

Personal data are processed for the time necessary for the administration of the user account, operation of authentication service, fulfilment of security requirements and management related audit and operational records.

### **Recipients of personal data**

Personal data may be made available to authorized employees of Charles University and

further to technical and software solution providers involved in the operation of authentication, identity management, operation of information systems and security services to the extent necessary to carry out those activities.

### **Use of a private telephone number or private device**

If an employee uses their private telephone number or their private mobile device for the purposes of MFA, personal data are processed to the extent necessary for the registration, management and operation of the chosen authentication method. This use is governed by the internal rules of Charles University and, where applicable, by an individual request or agreement by the employee.

### **Rights of the data subject**

In particular, the employee has the right to access their personal data, the right to correct inaccurate data, the right to limit processing and the right to file a complaint with the supervisory authority to the extent provided by the GDPR.