

## Appendix B

### Application for the allocation of a starter apartment

Application for the allocation of a starter apartment

Application for extension of the lease in starter apartment No. ....

for employees of Charles University (hereinafter "the University")

Applicant's first name, surname and academic titles: .....

Citizenship: ..... Date of birth: .....

Permanent address: .....

Faculty (other unit): .....

Employment as an academic (research) staff member at the University from: .....

for a period of: .....

Workload in the extent of: ..... from: .....

Pay grade: .....

Previous employment/engagement of the applicant at the University: .....

Marital status: .....

Number of children in the common household and their ages: .....

Current housing arrangement: .....

Other circumstances supporting the application: .....

I declare that all information stated in the application for the allocation of a starter apartment / in the application for extension of the lease in a starter apartment is true. At the same time, I give my consent to the processing of the data stated in the application within the meaning of Act No. 110/2019 Coll., on the Processing of Personal Data, as amended.

In ..... on .....

.....

Applicant's signature

x cross out as appropriate

**Statement of the Dean of the faculty, or the Director of another unit**

regarding the employee's application for the allocation of a Charles University starter apartment / regarding the application for extension of the lease in starter apartment No. ....

assessing in particular the prospective nature of the employee's scientific, research or other creative activities and, in the case of an academic staff member, the prospective nature of the employee's educational activities, as well as the benefit of these activities for the faculty (other unit), including a specific summary of the scientific, research or other creative activities and educational activities:

In ..... on .....

.....

Signature of the Dean (Director of another unit)

x cross out as appropriate

## Statutory declaration

for the application for the allocation of a starter apartment /

for the application for extension of the lease in starter apartment No. ....

proving the facts pursuant to Article 2(2) of the Rules for the Allocation of Starter Apartments at Charles University

I, .....,

born on .....,

residing at .....,

hereby declare on my honour that:

- my average monthly income did not exceed, in the previous calendar year, ten times the subsistence minimum set for an individual in Section 2 of Act No. 110/2006 Coll., on the Subsistence and Existence Minimum, as amended (for a single-person household)
- my average monthly income together with the income of persons assessed jointly with me pursuant to Section 4 of Act No. 110/2006 Coll., on the Subsistence and Existence Minimum, as amended, did not exceed, in the previous calendar year, eleven times the subsistence minimum set out in Section 3 of the said Act for the first person in the household increased by three times the relevant amount for each additional person in the household (for a multi-person household)
- I am not the owner of an apartment or a family house by means of which I could resolve my housing need while also performing work at the University
- I am – I am not the owner of a membership share in a cooperative with entitlement to the lease of a cooperative apartment by means of which I could resolve my housing need while also performing work at the University

In ..... on .....

.....

Signature

x cross out as appropriate

## **CONSENT TO THE PROCESSING OF PERSONAL DATA**

I hereby give my consent to the processing of my personal data (hereinafter also “consent”) by the controller, which is Charles University, Company ID No.: 00216208, registered office at Ovocný trh 560/5, 116 36 Prague 1 (hereinafter “CU”), for the purpose of the selection procedure for applicants for the allocation of a starter apartment pursuant to the Rector’s measure issuing the Rules for the Allocation of Starter Apartments, and, in the event that a lease agreement for this starter apartment is concluded with me, also for the purpose of duly fulfilling all requirements associated with such lease.

I provide this consent to CU in accordance with Article 6(1)(a) and (b) 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 “GDPR”).

I further declare that I am aware of my right to information about the processing of my personal data (in particular information about the category of processed personal data, purpose, method and duration of processing and any recipients of personal data), the right to request from CU access to my personal data, their rectification or erasure (especially inaccurate, incomplete and outdated personal data), the right to withdraw this consent to the processing of my personal data at any time in writing by sending a written request to CU’s registered office, without prejudice to the lawfulness of processing based on consent before its withdrawal.

I am also aware that I have the right to request an explanation from CU regarding the processing of my personal data if I find or believe that CU carries out processing of my personal data that is contrary to the protection of my private and personal life or contrary to applicable legal regulations (in particular if personal data are inaccurate with regard to the purpose of processing), and the right to request that CU remedy such situation and ensure correction (in particular by blocking, rectifying, supplementing or disposing of personal data). The foregoing does not affect my right to lodge a complaint with the supervisory authority, which is the Office for Personal Data Protection, with its registered office at Pplk. Sochora 727/27, 170 00 Prague 7.

I acknowledge and agree that as of 25 May 2018 I also have the right to data portability to a new personal data controller, the right to restriction of processing, and the right to object to processing.

I also declare that the personal data provided by me are true; I have provided them freely, knowingly and voluntarily, and I am aware that providing them is necessary for the implementation of the above-mentioned selection procedure or for concluding a lease relationship with CU under a lease agreement for a starter apartment. I acknowledge and agree that the recipients of my personal data are CU employees, specifically the Rector of CU, the Bursar of CU, members of the Commission for the Allocation of Starter Apartments (hereinafter

“the Commission”), the Head of the Legal Department of the CU Rectorate, and one employee of this department authorised to process these data for the needs of the Commission.

This consent is granted for a fixed period, namely for the entire duration of the selection procedure for applications for the allocation of a starter apartment as stated above, and for a further 12 months after the end of this selection procedure. If, on the basis of the selection procedure in question, a starter apartment is allocated to me, I grant this consent for the duration of the lease relationship between me and CU and, after its termination, for the archival period pursuant to the relevant regulations. All processed personal data will be disposed of no later than one month after the expiry of the periods stated above.

The personal data covered by this consent are specified in the Application for the Allocation of a Starter Apartment and in the Statutory Declaration to this application. I further provide the following contact details:

Service and contact address: .....

Work phone, mobile, e-mail: .....

In ..... on .....

Name and surname, title(s): .....