We kindly ask you to fill out the form electronically. In case of sending via e-mail, please send scanned document in PDF format.

**Emergency Contact Form**

First name:

Surname:

Faculty, Major:

Email (correct at the time of the study abroad):

Phone number (correct at the time of the study abroad):

**Please inform us in case your contact details change.**

**Contact/ Close person:**

First name:

Surname:

Relationship:

Email:

Phone number:

In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (place), on . . 20… (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

**Information on handling of my personal data and personal data of my contact/close person:**

My personal data (first name, surname, email, phone number) and personal data of my contact/close person (first name, surname, relationship, email and phone number) are required for the purposes of providing crisis communication in the cases of emergency and crisis situations that might happen during my study abroad (see Rector´s Measure No. 33/2016). The data are processed in accordance with Act No. 101/2000 Coll., on the protection of personal data and amending certain acts, as amended, and in accordance with the directly applicable European Union legislation (Regulation (EU) 2016/679 of the European Parliament and of the Council on GDPR). Charles University, registered office at Ovocný trh 560/5, 116 36 Prague 1, ID no.: 00216208 ("CU"), is the administrator of the personal data of all faculties and subdivisions of CU. I acknowledge that the aforementioned personal data are stored for the need of CU for a period of my stay abroad and one month after my departure from the foreign country and are accessible only to authorized employees of CU for processing purposes.

I also have the following rights:

\* To require information on what personal data is processed about me,

\* To require correction of false or outdated personal data,

\* To require my personal data not to be processed till the legitimacy of the two above mentioned points has been settled,

\* To require that my personal data will be transferred to another data controller,

\* To file a complaint to the supervisory authority.

If I make any inquiry or if I exercise my rights, I can contact the Data Protection Officer (DPO) on the following email address: [gdpr@cuni.cz](mailto:gdpr@cuni.cz).

By sending this document I confirm, that I have got acquainted with the information on processing of my personal data and personal data of contact/close person.