**Consent to Taking Video and Audio Recordings and Their Disposal**

in accordance with § 84 et seq. of the Civil Code § 84[[1]](#footnote-1) and the general data protection regulation[[2]](#footnote-2)

**Personal data:** video and audio recording of the person concerned*, name, surname, title(s), address, signature, information from the investigation received*

**Purpose of processing:** investigation within the scientific research carried out at the Faculty of Social Sciences of Charles University

**Duration of processing:**

I, the undersigned,

First name, surname, title(s): ………………………………………………………………………………………………………,

Address: ……………………………………………………………………………………………………………,

hereby grant my consent to Charles University, with its registered office at Ovocný trh 560/5, 116 36 Prague 1, ID No.: 00216208 (hereinafter referred to as "Charles University"), which is the controller of my personal data, to take video and audio recordings and dispose of them for the aforementioned purposes and for the aforementioned duration.

**I give this consent based on my own free will and acknowledge that I may withdraw it at any time.**

I can withdraw my consent by sending an e-mail to…..

I further acknowledge that I have the right to:

* request information about what personal data is processed about me,
* request the rectification of personal data if it is invalid or out of date,
* request that my personal data not be processed until the validity of the requests made has been resolved,
* request that my personal data be transferred to another controller,
* file a complaint with a supervisory authority.

In case of any questions about data protection, it is possible to contact the data protection officer at the following email address gdpr@cuni.cz. Further information on the processing of personal data at Charles University is available at <https://cuni.cz/UK-9056.html>.

In Prague on ……………………………………

………………….………………….…………………………

 Signature

The signature may be replaced by a statement of text “**I consent to the recording**” made on the recording device itself.

**Further information on the recommended course of action:**

When processing personal data, **the principle of minimisation** applies, i.e. we should only process personal data that is strictly necessary for the given purpose. If consent is given on a recording (not by signature) it is possible that an email address will be added, and it may not be necessary to process the address of residence.

Depending on how many people are to be recorded and whether all the people being recorded are to be present in person or remotely, consider whether to use the option of the consent given on a recording or a signature of the form. In the case of **the consent given on a recording**, in the introductory communication it would be most appropriate to inform the persons concerned - on the recording itself - of the need to consent to the taking and disposal of the recording, among other things. Then, on the recording, you will indicate what personal data will be processed, for what purpose, and what the duration of the processing will be. You will mention the rights and state that consent can be withdrawn at any time at the following address .... You will then ask each person individually to state on the record “I consent to the recording” so that you know (from the recording itself) who has consented in this way. It is also important to mention the date at the start of the recording: On.... we met... for the purpose of....

1. Act no. 89/2012 Sb., Civil Code, as amended. [↑](#footnote-ref-1)
2. Regulation 2016/679 of the European Parliament and of the Council (EU) 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 on repealing the Directive 95/46/EC (general data protection regulation). [↑](#footnote-ref-2)