

# **OBTAINING PERSONAL DATA OF NON CTU STUDENTS**

(who have never before lived in CTU dormitories, but want to)

## **Registration of NEW CLIENTS outside CTU at the web interface (via ISKAM4)**

We have introduced a new service that allows brand new clients to register for accommodation using the ISKAM4 accommodation programme. Who has this service been created for?

Only those who are applying for accommodation in CTU dormitories for the first time and have never had accommodation here before.

Registration **will not be available** for newly accepted CTU students, current CTU students or internship students in CTU – **these students' data will be retrieved from CTU data sources (their application for study, KOS)**

## **CONDITIONS of registration:**

I confirm that all information stated in the registration form is true and am aware of all and any consequences for stating false information. The accommodated person agrees that SFA CTU will process the voluntarily provided personal data contained in the contract for accommodation (hereinafter the Contract), expressly for the purpose and in the scope necessary for assuring accommodation. The provider declares that it will only use the personal data contained in the Contract to assure accommodation, particularly throughout the duration of the Contract. After this period the provider is authorised to keep the provided personal data for the 3-year period of the statute of limitations for the purpose of application of the right to compensation of damages as a result of owed amounts for accommodation. After the end of this period the provider will not provide this data to third parties.

Protection of personal data is stipulated in Section 1 of Act No. 101/2000 Sb. as amended (hereinafter the "Act"). The resident declares that he/she was informed of processing of personal data for the purpose specified above within the meaning of the relevant provisions of the Act, and also of his/her rights related to the processing of personal data.

The resident is entitled to access to his/her personal data at the place he/she concluded the contract for accommodation. Consent to processing of personal data may only be withdrawn in writing to the provider's address given in the Contract. Withdrawal of consent is reason for the provider's immediate withdrawal from the Contract.

The resident agrees to the terms and conditions, which are linked to the request for accommodation at the hall of residence.

These terms and conditions are published on the ISKAM4 web interface, through which the student requests accommodation.

In addition, I declare that I am NOT a student of CTU (not a newly accepted student, a current student or a student on study stay from CTU).

Proceed to the following link: <https://web.suz.cvut.cz/Registrace/RegistraceCVUT>

The following window will open – once it does, fill in the required data marked with an asterisk (\*). Remember to check the section saying that you CONFIRM the authenticity of the data and agree to the terms.

Please fill registration step by step!



REGISTRATION

Surname:\*

Name:\*

Academic Degree(s):

Country:\*

Birth registration number:\*

Passport (ID card) number:\*

Zip code:\*

City:\*

Street and number:\*

E-mail:\*

Postal email:

Phone:\*

Account:  -  /

School:

I confirm the authenticity of the data and agree to the terms set out in this document:  
[Conditions](#)

Text from image:

REGISTER

After clicking the orange register button, the following window will open:

REGISTRATION

Registration successful

A message has been sent to your e-mail address containing a link to activate your account and set the password. You have 24 hours to activate your account; your registration will then be deleted.

At the same time, an informational e-mail will be sent to the registered e-mail address.

