

User instruction for completing your Family Tree

Family Tree - Names and contact data to your family (example below)

The Family Tree document is a security related precaution and should be prepared in advance as a pdf and submitted in REST along with your Proof of Life.

We need you to provide us with details on who's in your (closest) family and how you would like them to be informed and/or if you have any special requirements if something should happen to you when you are in the field. We call this Family Tree, and what we wish to have is a picture or a map of what your family looks like, with contact data.

Family can be anyone close to you that would be involved (regardless if you wish them to) in security incidents relating to you: parents, friends, partner, children and so on.

Please draw a mind map of your family and include following information: Name, relationship to you, relationship to other people included in the mind map, phone number, are they PEP (politically exposed person).

Include also on the paper: your name, date of birth, name of person can access all your social media accounts, name of person/institution that has your will (if applicable).

See example below for visual guidance.

Social media

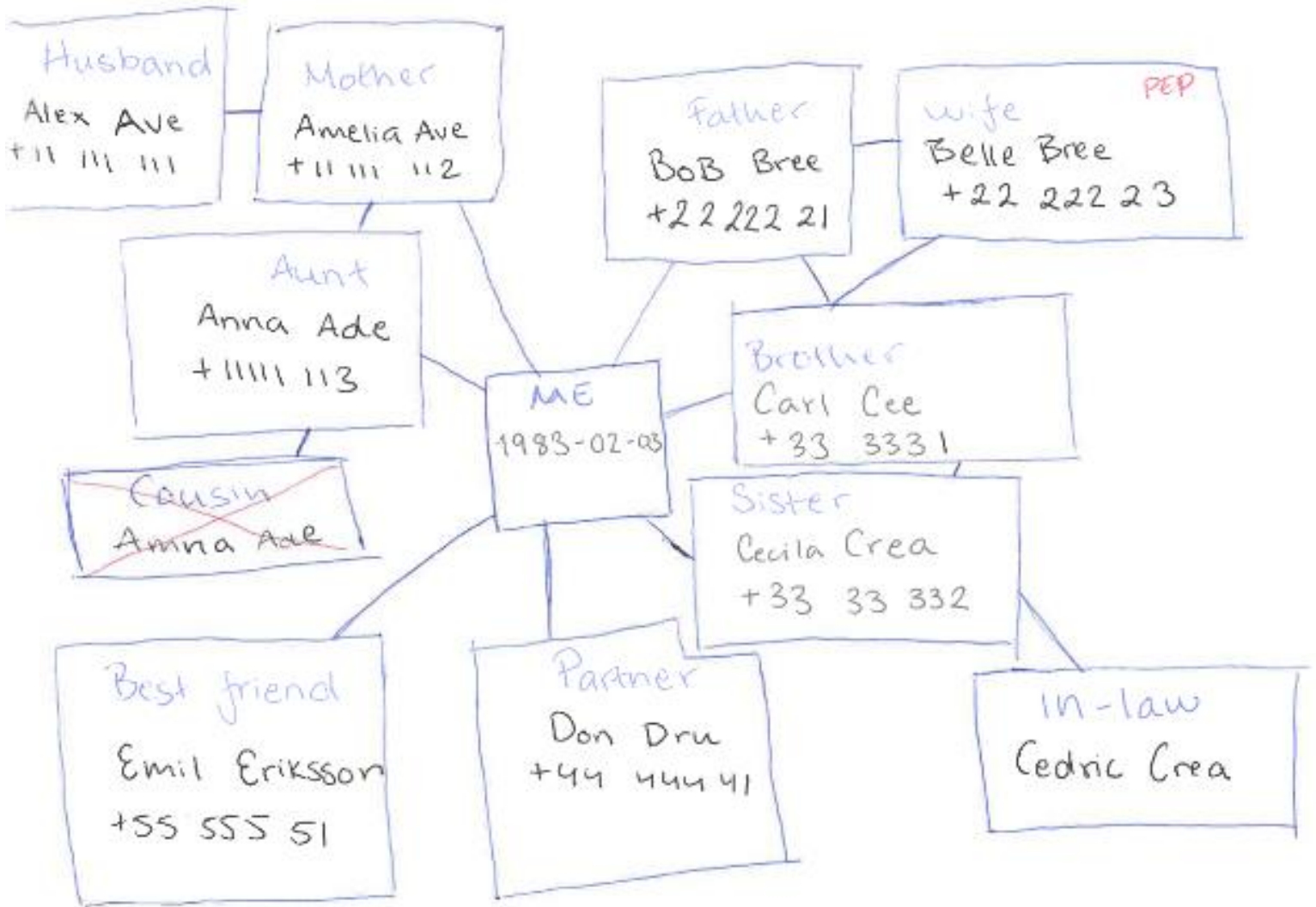
Important to remember to make sure someone at home has the password to your social media, Facebook etc and can shut these down if needed.

Who has access to your information?

Once you have entered your proof of life data into the database and save it, neither you nor us in SRC (or the service provider of the database for that matter) can access the data without a secure key. Your data is encrypted and can only be reached through the use of a double set of keys. HR INT have access to the public key, but the other key lies with the SRC HR Director. Thus, in order to be able to open your data we will need to be two people (or at least have two keys). The proof of life can be opened only in case of emergency.

How does SRC use your information?

If you were to be abducted, detained, or kidnapped the SRC Critical Incident Management (CIM) Plan would be activated and the CIM team would be gathered as well as SRC Family Liaison Officers (FLO). The one who would be most likely to inform your family (after or together with the police) would be Head of International Department or the Secretary General. At some point, HR will be asked by the CIM team so provide with some proof of life questions, in order for the CIM team to verify your identity, if things would come to that, and/or bring you to safety. Someone from the CIM team will use the proof of life question in contact with what you is supposedly and expect you to answer those answers that you provided to your questions. This is how the proof of life works.



Politically Exposed Person (PEP): Belle Bree Swed ambassador in UK

Social media password access: Bob Bree

Do NOT SHARE information with: Anna Ade, Journalist at News Media Today

Will & Testament: North East Bank, UK, Cambridge office

Svenska Röda Korset



Member of the International Federation of Red Cross and Red Crescent Societies

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