SEMINAR - COURSE - CONFERENCE ATTENDANCE

(AUTHORIZATION AND ENROLMENT FEE REIMBURSEMENT FOR CONFERENCES/SEMINARS/ONLINE COURSES)

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**To the Head of the Management Centre**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| The undersigned |  |
| currently employed at |  |

information necessary **only for personnel not employed** by the University of Trento:

|  |  |
| --- | --- |
| Fiscal code | telephone |
| Place and date of birth |  |
| Full residency address  (incl. street number, town, post code, province, state) | |

**hereby requests**

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| authorisation to attend an in presence / online 🔾 course 🔾 seminar 🔾 conference  🔾 online / 🔾 in person |
| Name of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| That will be held in\_\_\_\_\_\_\_\_\_\_\_\_ on the following dates\_\_\_\_\_\_\_\_\_\_\_ |
| The total attendance fee is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_euro, including:  🔾 the attendance fee, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ euro  🔾 other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* the fee will be paid in advance by the applicant and a refund must be requested; accompanied by a receipt of payment and an invoice addressed to UniTrento, issued by a foreign institution or an Italian institution without a registered VAT number. (**NB: an advance of the enrolment fee cannot be given by the applicant, for courses held in Italy by organisations with a registered VAT number as they are obliged to issue an electronic invoice in the University’s name before receiving payment**)
* declares that payment by means of bank transfer by the University department is not possible
* enclosed is a copy of the conference invitation, including enrolment procedure details, for internal control purposes.

The document (foreign invoice, receipt, debit note), to be requested from the supplier, must be addressed to:

**Università degli Studi di Trento**

**Via Calepina n. 14 - 38122 TRENTO**

**Tax code and VAT no. IT00340520220**

I, the undersigned, declare that I have received the information stipulated by Regulation EU 2016/679 “General Data Protection Regulation - GDPR”

date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART RESERVED FOR THE MANAGEMENT CENTRE

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| After due consideration of the above request, the payment of \_\_\_\_\_\_\_\_\_\_\_\_ euro is authorised. |
| The cost is to be attributed to the Project/Cost Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fund |

date \_\_\_\_\_\_\_\_\_\_\_ Fund director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved: authorised by** *(digital signature of the director of the department)*

*This document in paper form is a copy of the electronically signed original document, which has been written and is stored by the University of Trento in compliance with articles 3bis and 71 of Legislative Decree no. 82/05. The hand written signature has been replaced by the printed name of the signer (article 3 of Legislative Decree no. 39/1993)*

**INFORMATION REGARDING PERSONAL DATA PROCESSING IN ACCORDANCE WITH EU REGULATION 2016/679**

Regulation EU 2016/679 on the protection of natural persons with regard to the processing of personal data (the General Data Protection Regulation, hereinafter “GDPR”) establishes the right of every person to the protection of all personal data concerning them. As an interested party, in accordance with article 13 of the GDPR, we provide you with the following information.

**1. Data Controller and Data Protection Officer**

The data controller is the University of Trento, n. 14, 38122 Trento, email: ateneo@pec.unitn.it;  ateneo@unitn.it. The contact details of the Data Protection Officer are: Ing.. Zanella Nicola, via Verdi n. 8, 38122 Trento, email: rpd@unitn.it.

**2. Processing purpose and legal basis**

The processing of your personal data is carried out by the Data Controller exclusively to comply with obligations relating to the setting up and/or administration of the contractual relationship, including any legal obligations in fiscal, social security and insurance matters in accordance with current legislation.

**3. Nature of the provision of data**

The provision of personal data is mandatory and failure to provide it prohibits the setting up/or administration of the aforementioned contractual relationship.

**4. Processing methods**

The processing of your personal data will be carried out in paper form and/or digitally by staff authorized to process the data in relation to the tasks and duties assigned to them, in compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity and the obligations of confidentiality.

**5. Categories of recipients and possible transfer abroad**

Your personal data may be disclosed to public and/ or private entities in compliance with specific legal and/or contractual obligations. Your personal data will not normally be transferred to non-EU countries.

**6. Data retention period**

Personal data will be stored for the period deemed necessary to achieve the aforementioned purposes and in any case for as long as is necessary to meet legal obligations. It will be kept for the time period established by current legislation regarding the conservation of administrative documentation.

**7. Rights of the data subjects**

As an interested party, data subjects can ask the controller at any time to exercise their rights referred to in articles 15 et seq. of the GDPR and, specifically, to access personal data, for correction, integration, cancellation, and limitation of processing.  The data subject has the right to object to the processing of personal data concerning him/her and to withdraw their consent. For more information and to exercise your rights, you can send a specific request to the addresses indicated above. Finally, the right to lodge a complaint with the Guarantor for the protection of personal data remains unaffected in accordance with article 77 of the GDPR.