



APPLICATION FOR ACCESS TO ADMINISTRATIVE DOCUMENTS

(articles 22 and following of Law 7 August 1990, No. 241)

To the Office/Directorate/Department/Centre

University of Trento

Address: Via _____

pec: ateneo@pec.unitn.it

The Undersigned _____,

place of birth _____, on _____,

resident in _____, address _____,

tel.number* _____, email* _____,

pec* _____, identity document nr. _____

with date _____ issued by _____

*data marked with * are optional*

- in a personal capacity
- or
- as a representative of _____ with registered office in _____,
address _____

requests

TO VIEW

TO EXTRACT:

simple copy

certified copy of the original (*in this case the Undersigned undertakes to supply the necessary revenue stamps - each of € 16.00 - to be affixed every 4 sides both to the access request and to the certified copies of the requested documents*)

of the following document(s) (*to be specified precisely*):



UNIVERSITÀ
DI TRENTO

for the following reason (*specify what is the direct, concrete and current interest of the exhibition of the requested documents*):

The undersigned attach any documentation proving my entitlement to exercise my right of access.

The undersigned also attach a copy of my identity document if the request is not delivered by hand.

If copies of documents are requested, the undersigned requests that they be sent as follows (*select the desired option*):

- personally, in the competent office;
- pec: _____
- fax: _____
- to the following address via postal service: _____

In accordance with art. 3 of the D.P.R. 12 March 2006, n. 184, if the University identifies subjects that are counter-interested parties, that is, subjects who, due to the exposure of the requested document, would have their privacy compromised, will notify them of the request for access, by sending a copy by registered letter with acknowledgment of receipt, or electronically, for those who have allowed this form of communication.

Within ten days from the receipt of said communication, the counter-interested parties may present a justified opposition, also by electronic means, to the request for access. After this deadline, the public administration provides the request.

Trento, _____ Signature _____



INFORMATION ON THE TREATMENT OF PERSONAL DATA IN ACCORDANCE WITH THE EU REGULATION 2016/679

The EU Regulation 2016/679 "General Regulation on the protection of personal data" (hereinafter "GDPR") establishes the right of every person to the protection of personal data concerning themselves.

As an interested party, pursuant to art. 13 of the GDPR, we therefore provide you with the following information.

1. Data Controller and Data Protection Officer

Data Controller is University of Trento, via Calepina n. 14, 38122 Trento, email: ateneo@pec.unitn.it; ateneo@unitn.it.

The contact details of the Data Protection (DPO), whom you can ask for information concerning your data, are: rp@unitn.it.

2. Purpose of the processing and legal basis

The processing of personal data provided with this application and/or in any case acquired for this purpose is carried out by the Data Controller in the framework of its tasks of public interest pursuant to articles 6, par. 1, lett. e) and c) GDPR; and 9, par.2, lett. g) GDPR and art. 2 sexies, par. 2, lett. a) D.lgs. 196/2003 and subsequent modifications; art. 10 GDPR)

3. Feature of data provision

The provision of personal data is indispensable for the carrying out of the present procedure and their failure to provide it makes it impossible to proceed with the request.

4. Treatment modalities

The processing of personal data will be carried out on paper and/or computerized only by personnel authorized to process data in relation to the tasks assigned, in compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity and of confidentiality obligations (art. 5, par.1, GDPR). It will not be carried out neither profiling nor automatized decisions.

5. Categories of recipients and possible transfer abroad

For the pursuit of the aforementioned purposes, personal data may be communicated not only to university personnel involved in this procedure but also to third parties, in compliance with a law, a regulation or a decision by the judicial authority.

6. Data retention period



The data will be kept for the period strictly necessary for the conclusion of the administrative procedure and in any case for the additional time necessary for the fulfilment of the legal obligations. In any case, they will be kept for the time established by current legislation and/or by the University regulations regarding the conservation of administrative documentation in the pursuit of its institutional activity.

7. Rights of interested parties

The person concerned has the right to ask the Data Controller at any time, to the above contacts, to exercise the rights set forth in Articles 15 and following of the GDPR and, in particular, access to personal data, rectification, integration, deletion, processing limitation. The person concerned has the right to object at any time to the processing of data concerning it in the allowed cases.

Finally, the right to lodge a complaint with the Guarantor for the protection of personal data pursuant to art. 77 of the GDPR.