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GENERALIZED CIVIC ACCESS REQUEST

(art. 5, paragraph 2, of Legislative Decree no. 14/03/2013, n. 33)

To the attention

Office/Management/Department/Centre

_____ (1) of the University of Trento

The undersigned _____,
born in _____, on _____,
resident in _____, address _____,
tel. number _____, email _____,
certified email address _____, identity document nr.
_____ with date _____ issued by

- in a personal capacity

or

- as a representative of (or provided with a specific proxy to be attached)

_____ with registered office in
_____, address _____

ASKS

access to the following data, information, document(s) (*insert the elements useful for identifying what is requested*)⁽²⁾:

¹ The application is submitted to the Office/Directorate/Department/Centre that holds the data, information or documents.

² The request is free of charge, identifies the data, information or documents requested and does not require motivation.



UNIVERSITÀ DI TRENTO

I declare that I am aware of the following:

- civic access may be denied, excluded, limited or deferred in the cases and within the limits established by art. 5-bis of Legislative Decree no. 33 of 14/03/2013;
- pursuant to art. 5, paragraph 5 of Legislative Decree no. 33 of 14/03/2013, if the administration identifies counter-interested parties, pursuant to Article 5-bis, paragraph 2, it is required to notify them, by sending a copy by registered mail with acknowledgment of receipt, or electronically for those who have consented to this form of communication. Within ten days of receipt of this communication, the counter-interested parties may submit a reasoned opposition, also electronically, to the request for access. Starting from the communication to the interested parties, the time limit referred to in art. 5, paragraph 6 is suspended until any opposition from the interested parties. After this deadline, the public administration shall act on the request, having ascertained receipt of the communication.
- in the event of total or partial denial of access, or failure to respond within the legal deadlines, it is possible to submit a request for review to the Head of Corruption Prevention and Transparency (RPCT).

Place and date _____

Signature of the Applicant _____

Please attach a copy of your identity document to this document.



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, certified email address: ateneo@pec.unitn.it; email ateneo@unitn.it.

The Data Protection Officer (DPO, who may be contacted for information regarding your personal data, can be contacted at the following email address: rpd@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 for the performance of its tasks in the public interest related to the fulfillment of the request, as well as for the fulfillment of related legal obligations (Art. 6, par. 1, lett. e) and c) GDPR; and 9, par.2, lett. g) GDPR and art. 2 sexies, par. 2, lett. a) Legislative Decree 196/2003 and subsequent modifications; art. 10 GDPR).

3. Nature 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 and/or electronic format, only by personnel authorized to process data in relation to the tasks and duties assigned, in compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity, data minimization, integrity and of confidentiality obligations (art. 5, par.1, GDPR). It will not be carried out neither profiling nor automatized decisions.

5. Categories of recipients

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 necessary for the conclusion of the administrative procedure and in any case for the time necessary for the fulfillment 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 management and conservation of the documentation produced by the University 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 and, in the cases provided for, limitation and opposition to processing-

Interested parties who believe that the processing of their personal data violates data protection legislation have the right to lodge a complaint with the Data Protection Authority pursuant to Article 77 of the GDPR or to take appropriate legal action.