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GENERALIZED CIVIC ACCESS REQUEST

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

To the attention of the

Office/Directorate/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 _____

REQUESTS

access to the following data, information, document(s) *(please provide information useful to meet your request)*(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.



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The undersigned declares that they are aware of the following:

- civic access may be denied, excluded, restricted or deferred in the cases and within the limits established by article 5-bis of Legislative Decree no. 33 of 14/03/2013;
- pursuant to article 5, paragraph 5 of Legislative Decree no. 33 of 14/03/2013, if the administration identifies any third parties, pursuant to Article 5-bis, paragraph 2, it is required to notify them of the request for access, by registered letter with acknowledgment of receipt, or via e-mail, for those who have allowed this form of communication. Within ten days of the receipt of said communication, these third parties may present a motivated objection, including by e-mail, to the request for access. When the notification to third parties is sent, the time limit referred to in art. 5, paragraph 6 is suspended until any opposition from third parties has arrived. After this deadline, the public administration will process the request, having acknowledged that the communication to the third parties has been sent.
- 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 enclose a copy of your identity document



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

EU Regulation 2016/679, the "General Data Protection Regulation" (hereinafter "GDPR"), establishes the right of every person to the protection of personal data concerning them.

As a data subject, pursuant to article 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 public interests tasks related to the handling of the request itself, as well as for the fulfillment of the legal obligations associated to it (Articles 6 (1) (e) and (c), 9(2) (g) GDPR; article 2 sexies (2) (a) Legislative Decree 196/2003, as amended; article 10 GDPR).

3. Nature of data provision

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

4. Data processing methods

The processing of personal data will be carried out on paper and/or by computerized and/or automated means, only by authorized personnel, in compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity, data minimization, integrity and of confidentiality obligations (article 5 (1), GDPR). No profiling is carried out, and decision are not taken by automated means.

5. Categories of recipients

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

6. Data retention period

The data will be stored for the period necessary to achieve the purposes mentioned above and in any case as long as required by legal obligations. In any case, they will be kept for the time required by current legislation and/or by University regulations regarding the management and storage of the documents produced by the University in the performance of its institutional activity.

7. Rights of the data subjects

At any time, the data subjects may exercise (see the contact details of the Data Controller above) the rights established by article 15 et seq. of the GDPR and, in particular, access to personal data, rectification, integration and, in the cases provided for, limitation and opposition to processing.



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In case there is an infringement of the GDPR on the processing of personal data, data subjects have the right to lodge a complaint with a data protection authority or to engage in legal proceedings by virtue of Article 77 of the GDPR.