



This is a courtesy translation from the Italian version. In case of discrepancy, the Italian version prevails

APPLICATION FOR ACCESS TO ADMINISTRATIVE DOCUMENTS

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

To the Office/Directorate/Department/Centre

_____ of the University of Trento

Address: Via _____

Certified email address: ateneo@pec.unitn.it

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

TO VIEW

ISSUANCE OF:

simple copy

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

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



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

The undersigned attaches any documentation proving his/her entitlement to exercise his/her right of access.

The undersigned also attaches a copy of his/her identity document if the request is not delivered by hand.

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

- hand delivery, at the competent office;
- certified email address: _____
- fax: _____
- by post to the following address: _____.

In accordance with art. 3 of the Decree of the President of the Republic 12 March 2006, no 184, if the University identifies interested parties, i.e. subjects who, due to the disclosure 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, these interested parties may present a justified opposition, also by electronic means, to the request for access. After this deadline, the public administration will decide to process 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, 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: spd@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.