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SIMPLE CIVIC ACCESS REQUEST

(article 5, paragraph 1, of Legislative Decree no. 33 of 14/03/2013)

To the attention of the

Head of Transparency

University of Trento

Via Calepina 14, 38122 Trento

Email: responsabile.trasparenza@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,

in compliance with the provisions of article 5 paragraphs 1, 2, 3 and 6 of Legislative Decree no. 33 of 14/03/2013,
the publication of the following data, information, document(s) (*please provide information useful to meet your
request*)⁽¹⁾:

¹ Specify the data, information, document that have not been fully or partially published, possibly also indicating the legal provision that requires their publication.



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and the simultaneous transmission to the undersigned of what has been requested, or the communication to the applicant of the publication, indicating the http address (URL) of the institutional portal where the documents concerning the subject of the request are published.

Address to which communications relating to this application should be sent (²):

Place and date _____

Signature of the Applicant _____

Please enclose a copy of your identity document

² Provide the address (including email and/or certified e-mail (PEC)) where the response to this application can be sent.



INFORMATION ON THE PROCESSING OF PERSONAL DATA UNDER 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

The 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 request and/or in any case acquired for such 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.

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.