



For the kind attention of:

Magnifico Rettore dell'Università di Verona
Via dell'Artigliere 8, 37129 Verona
PEC: ufficio.protocollo@pec.univr.it
e-mail: trasparenza@ateneo.univr.it

I, the undersigned SURNAME ^[1] _____ NAME ^[1] _____
BORN in ^[1] _____ on ____/____/____ RESIDING in ^[1] _____
PROV ^[1] (____) Street ^[1] _____ no. ^[1] _____
TAX ID NO. _____
E-MAIL ADDRESS _____
PEC – CERTIFIED E-MAIL ADDRESS _____
PHONE/MOBILE _____

ACTING AS:

- Interested party
 Legal representative for: _____
(please attach supporting documents)
 Proxy on behalf of: _____
(please attach supporting documents: a proxy notice, also on plain paper, and a scanned copy of the ID of the person appointing the proxy)

HEREBY REQUEST

(please check one box)

- to view² to receive an electronic copy³ to receive a paper copy⁴ to receive the original⁵

of the following document/s:

legal reasons for the request ^[1]

Address to be used for communications ^[6]:

Place and date _____ on ____/____/____

Signature⁷ _____

I hereby attach a copy of the following ID: _____

¹ Please note: these fields are MANDATORY.

² Please be aware that, in order to do so, it is necessary to go to the office holding the document/s in question.

³ This will be sent by registered post (*Posta raccomandata*).

⁴ An administrative fee may apply.

⁵ An administrative fee may apply.

⁶ Please enter the e-mail, PEC-Certified e-mail or postal address (only in the case of paper copy) to which you wish to receive a reply to this application.

⁷ When signing electronically, use the appropriate field.



Information on the processing of personal data of those submitting this application form

About this information

The information provided below describes, as required by the EU Regulation 2016/679 (hereinafter the "Regulation"), the processing operations performed on the personal data provided by Data Subjects to the University of Verona (hereinafter, the "University") through the present application.

1. Data Controller

The Data Controller is the University of Verona, located in Via dell'Artigliere n. 8, IT-37129, Verona (e-mail: privacy@ateneo.univr.it, PEC-certified email: ufficio.protocollo@pec.univr.it, phone: +39 045.8028777).

2. Data Protection Officer

The University's Data Protection Officer (DPO) can be contacted at the following e-mail address: DPO@ateneo.univr.it.

3. Purposes and legal basis for the processing

The personal data will be processed by the University for the performance of its institutional functions in relation to the application in question.

It is necessary to provide the University with your personal data: refusal to do so will result in the University being unable to initiate and complete the aforementioned procedure.

4. Processing methods

In relation to the above-mentioned purposes, personal data will be processed by computer and manually, in such a way as to guarantee their confidentiality and security.

The data will not be disseminated, they may possibly be used in aggregate form for statistics concerning the service.

5. Categories of personal data

Personal data and contacts shall be processed.

6. Data recipients

Data processed for the above-mentioned purposes will be transmitted, or will in any case be available, to the employees and collaborators assigned to the competent offices of the University, or the natural or legal persons who provide consultancy or services to the University in order to provide the requested services, and as such appointed as Data Controllers.

Personal data may be disclosed to third parties – private and/or private – only to fulfil legal or judiciary requirements.

7. International data transfer

International data transfers performed by Data Processors will be allowed only in cases where such Data Processors guarantee adequate protection of the Data Subjects (Chapter V of Regulation).

8. Data retention

The collected data will be kept for a period of time not exceeding the achievement of the purposes for which they are processed ("storage limitation principle", pursuant to Art. 5 of Regulation), or in accordance with the deadlines set by law.

9. Rights of the Data Subjects

Data Subjects have the right to obtain from the University, where appropriate, access to their personal data as well as rectification or erasure of such data or the restriction of the processing concerning them, and to object to the processing (pursuant to Articles 15 and following of the Regulation).

Please contact the University (e-mail: privacy@ateneo.univr.it) to lodge all requests to exercise these rights.

10. Right to lodge a complaint

If a Data Subject considers that the processing of personal data relating to them as performed here infringes the Regulation, they have the right to lodge a complaint with the Italian data protection authority - "Garante per la protezione dei dati personali" (Art. 77 of the Regulation), or else to bring a judicial proceeding against the University pursuant to Article 79 of the Regulation.