



REQUEST FORM FOR PERSONAL UNIVERSITY CREDENTIALS

Fill in all parts of the form and send it **by e-mail to help.studentionline@unibo.it** with a front and back copy of a valid identity document.

I the undersigned

Surname and Name

Tax ID:

HEREBY REQUEST

- that my personal password be reset to the initial value (PUK code)
- that the initial username and password (PUK code) be sent in the following manner:

To the following personal e-mail address:

By text message to the following personal mobile phone:

I attach a front and back copy of my ID document (choose from):

<input type="checkbox"/>	Identity card no.:	<input type="text"/>	Expire date	<input type="text"/>
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<input type="checkbox"/>	Passport no.:	<input type="text"/>	Expire date	<input type="text"/>
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<input type="checkbox"/>	Driving licence no.:	<input type="text"/>	Expire date	<input type="text"/>
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Date, Signature

IMPORTANT

Having recovered your credentials, you must authenticate them on Studenti OnLine (<https://studenti.unibo.it>) and update your contacts by clicking on "Modify contact details".

Information about processing of personal data pursuant to Article 13 of Regulation (EU) 2016/679

Pursuant to art. 13 of Regulation (EU) 2016/679 (GDPR), we hereby inform you that the Alma Mater Studiorum - University of Bologna will process your personal data exclusively for institutional purposes and in compliance with applicable personal data processing legislation.

Parties involved in processing

Data Controller

The Data Controller is Alma Mater Studiorum – University of Bologna (registered office: via Zamboni 33, 40126 - Bologna, Italy; email: privacy@unibo.it; certified email: scriviunibo@pec.unibo.it)

Data Protection Officer (DPO)

The Unibo Data Protection Officer (DPO) at Alma Mater Studiorum – University of Bologna (DPO) (registered office: via Zamboni 33, 40126 - Bologna, Italy; email: dpo@unibo.it; certified email: scriviunibo@pec.unibo.it)

Purposes and methods of processing

The University credentials are assigned to allow access to the University's network, network services and IT applications as part of the relationship established with the Alma Mater Studiorum - University of Bologna, for the pursuit of institutional activities of the University. The data will be processed in order to ensure proper management of its digital identity, also from an IT point of view.

The confidential component of the credentials (for example: PUK; secret question; etc.) will be processed exclusively by persons who are authorised to process personal data and will not be the object of communication or dissemination.

We inform you that through your credentials an email box could have been created, in the event that the University intends to encourage institutional communication through this means of communication.

Although it may not be expressly mentioned in this form, please refer to the information published on the website: www.unibo.it/privacy.

Storage period of the personal data

Personal data provided will be processed by electronic and telematic equipment in the context of the purposes described above and will be stored according to the criteria and times established in the University policies, including the D.R. n. 271/2009.

Legal basis

The legal basis for the processing is to be found, pursuant to art. 6.1.e) of the Regulation (UE) 2016/679, in the institutional tasks entrusted to the Alma Mater Studiorum – University of Bologna.

Rights of the Data Subject

Without prejudice to the limitations placed on exercise of the rights of data subjects by arts. 2-*undecies* and 2-*duodecies* of the Italian Data Protection Code (Legislative Decree 196/2003), the data subject may exercise the rights granted pursuant and consequent to arts. 15-21 of the Regulation, including the right to request access to your personal data and its rectification or erasure, as well as to restrict the processing of your data and object to its processing.

Requests to exercise the above rights may be presented to the data controller by contacting him at the addresses indicated above.

Lastly, should you believe that the processing of your personal data is in infringement of the provisions of Regulation (EU) 2016/679 or Legislative Decree 196/2003 and subsequent amendments and additions, you have the right to lodge a complaint with the Italian data protection authority's (known as the "Garante per la protezione dei dati personali"), pursuant to Article 77 of the Regulation (UE) 2016/679, or to refer to the appropriate courts (art. 79 of the Regulation).