ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

REQUEST FOR GENERAL CIVIC ACCESS - FOIA

(for documents, data and information not subject to mandatory publication under art. 5(2) of Italian Leg. Decree no. 33/2013)

To the Office................. *(which holds the data, information or documents*) or, alternatively, to one of the following addresses:
- urp@unibo.it (*for regular e-mail messages);*
- accessocivicogeneralizzato@unibo.it (*for regular e-mail messages);*
- scriviunibo@pec.unibo.it (*for certified e-mail messages*)

The undersigned

				/ /
Personal data*	name	surname	place of birth	date of birth
Residence*	address	POSTCODE	Town	Prov./ Foreign State
Contact Details*	@ email/certified email address			telephone

REQUESTS

civic access to the following documents, data or information held by the University of Bologna (art. 5(2), Italian Leg. Decree 33/2013)

Document	content description*		
	author	recipient	/ / date
Data	content description*		
	data source (e.g. database name)		from / / to / / reference period
Information	content description*		
	source (e.g. web page where the information is cited)		from / / to / / reference period

Address for communications *: _____ *[Enter the address (residence, domicile, e-mail, certified e-mail) to which you want the reply to be sent]*.
A copy of the applicant's identity document is annexed hereto*.

_____   _____
(place and date)   *(signature)*

***Required fields**

Information on the processing of personal data provided via the application pursuant to art. 13 of Regulation (EU) 2016/679

1. The Data Controller is the Alma Mater Studiorum - University of Bologna, with registered offices at Via Zamboni 33 – 40126 Bologna, in the person of the Rector who is its Legal Representative. The contact details are: privacy@unibo.it , scriviunibo@pec.unibo.it .

2. The contact details of the Data Protection Officer (DPO) are privacy@unibo.it, scriviunibo@pec.unibo.it.

3. The personal data provided will be processed by the Alma Mater Studiorum - University of Bologna for the performance of its institutional functions in relation to the proceedings initiated.

4. In connection with the above-mentioned purposes, personal data will be processed by computer means and manually, in such a way as to guarantee its confidentiality and security. The data will not be disseminated; it may, however, be published in pseudo-anonymised form to fulfil the requirements of the Access Register.

5. The legal basis for processing is grounded in art. 6(1)(c) (processing is necessary for compliance with a legal obligation) and 6(1)(e) (processing is necessary for the performance of a task carried out in the public interest) of Regulation (EU) 2016/679.

6. The Data Controller's employees and collaborators, including external ones, and persons who provide services instrumental to the above purposes (such as, for example, technical services) may come into possession of personal data. These persons will act as Data Processors or Data-Processing Operators. Personal data may only be disclosed to other public and/or private entities pursuant to a specific provision of law or regulation permitting it.

7. Data is retained by the Alma Mater Studiorum – University of Bologna for the period strictly necessary in order to pursue the purposes described above, without prejudice to the minimum period of ten years required for compliance with the tax, accounting and/or administrative obligations specified by law, or to any longer retention periods, not determinable in advance, that may be necessary under other conditions governing the lawfulness of processing (for example, legal actions that may make processing necessary for more than 10 years).

8. The data subjects to which the personal data relates enjoy the rights specified in sections 2, 3 and 4 of Chapter III of Regulation (EU) 2016/679. In particular, the data subject has the following rights in relation to the data controller: right of access to his/her personal data and its rectification or erasure, right to restrict or object to processing that relates to him/her and right to data portability. The data subject is also entitled to lodge a complaint with a supervisory authority.

9. These rights may be exercised by writing to the e-mail address privacy@unibo.it or to the certified email address scriviunibo@pec.unibo.it

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