



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

REQUEST FOR SIMPLE CIVIC ACCESS

(for documents, data and information subject to mandatory publication under art. 5(1) of Italian Leg. Decree no. 33/2013)

To the Head of Corruption Prevention and Transparency -
- e.detoma@unibo.it (for regular e-mail messages)
- scriviunibo@pec.unibo.it (for certified e-mail messages)

The undersigned

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

HAVING REGARD TO

the failure to publish or the partial publication of

the following document/information/data that is not published in the 'Transparent Administration' section of the website www.unibo.it in accordance with current regulations: _____
[Specify the document/information/data for which mandatory publication has been omitted; if known to the applicant, specify the regulation requiring mandatory publication of said information].

REQUESTS

pursuant to and for the purposes of art. 5 of Italian Leg. Decree No. 33 of 14 March 2013, the publication of the information requested and communication of said publication, providing the hyperlink to the data/information forming the subject of the request.

Address for communications: _____ [Enter the address (residence, domicile, e-mail, PEC) to which you want the reply to be sent].

(Annex a photocopy of your valid identity document. The document does not need to be provided if the request is signed by means of a digital signature or another type of authorised electronic signature or an advanced electronic signature, or if it is submitted from the applicant's digital domicile (PEC-ID). The identity document must also be annexed if the application is transmitted by certified electronic mail). (Art. 65 of Italian Leg. Decree 82/2005).

(place and date)

(signature)



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

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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