



ATTENDANCE OF COURSES - SEMINARS - CONFERENCES

DOCUMENT NO. \_\_\_\_\_ TYPE \_\_\_\_\_ FINANCIAL YEAR \_\_\_\_\_

For the Head of the Management Centre

Department of Information Engineering and Computer Science (DISI)

The undersigned \_\_\_\_\_  
currently employed at DISI

information necessary for **personnel not employed** by the University of Trento:

Fiscal code \_\_\_\_\_ telephone \_\_\_\_\_

Place and date of birth \_\_\_\_\_

Full resident address  
(incl. street number, town, post code, province, state)

requests

authorization to attend a <input type="radio"/> course <input type="radio"/> seminar <input type="radio"/> conference
Name of event _____
That will be held in _____
on the following dates: _____
The total attendance fee is _____ euro, including: <input type="radio"/> the attendance fee, _____ euro <input type="radio"/> other _____

the attendance fee must be paid directly by the Administration no later than \_\_\_\_\_ by means of:

<input type="checkbox"/> Bank Transfer
<input type="checkbox"/> Credit Card, because ( <b>please attach relevant documents as proof</b> ) <input type="checkbox"/> the event's organiser does not accept bank transfers <input type="checkbox"/> the deadline does not allow enough time for a bank transfer <input type="checkbox"/> _____
<input type="checkbox"/> Other _____, because ( <b>please attach relevant documents as proof</b> ) _____ <small>(any further expenses shall be paid by the beneficiary)</small>

Enclosed is the copy of the registration form, duly filled out. The original will be sent directly by the undersigned

Also enclosed is a copy of the invitation, including registration details, for internal control purposes



Payment will be made to the service provider (code):

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Please fill in the following if there is no code available yet:

COMPANY NAME/SURNAME

NAME

FULL ADDRESS

(incl. street number, town, post code, province, state)

Telephone

Fax

e-mail

COUNTRY (= nation)

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REGION (= province)

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LANGUAGE

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ITALIAN TAX CODE (codice fiscale)

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VAT NUMBER (partita IVA)

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EU VAT NUMBER (partita IVA UE)

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Using the following means of payment:

IF PAYMENT BY BANK TRANSFER TO EUROPEAN STATES THAT CONFORM TO IBAN REGULATIONS (SEE NOTES):

BANK DESCRIPTION

company name \_\_\_\_\_

Str. \_\_\_\_\_ no. \_\_\_\_\_

town \_\_\_\_\_ postal code \_\_\_\_\_ country \_\_\_\_\_

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country code

bank code

no. bank account

CIN

IBAN

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SWIFT CODE

IF PAYMENT IS BY BANK TRANSFER TO COUNTRIES THAT **DO NOT** CONFORM TO IBAN REGULATIONS (SEE NOTES):

BANK DESCRIPTION

company name \_\_\_\_\_

Str. \_\_\_\_\_ no. \_\_\_\_\_

town \_\_\_\_\_ postal code \_\_\_\_\_ country \_\_\_\_\_

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bank code

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Country code

BLZ/SORT CODE/ABA

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SWIFT

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no. bank account



FOR PAYMENTS MADE BY POSTAL ACCOUNT:

ITALY	<table border="1"><tr><td>I</td><td>T</td></tr></table>	I	T	bank code	<table border="1"><tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr></table>	9	9	9	9	9	<table border="1"><tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr></table>	9	9	9	9	9	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
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	Country code		abi	cab		post office account number																															

no invoice will be issued by UNITRENTO for any advance payment sent abroad.

The invoice issued by the service provider must be made payable to:

**Università degli Studi di Trento**

**Via Calepina n. 14 - 38122 TRENTO**

**Tax code and VAT no. IT00340520220**

For electronic invoices, send the service provider the Single Office Code of the paying organization \_\_\_\_\_.

**NOTE:** The invoice must be **VAT exempt** for personnel TRAINING COURSES ONLY, in accordance with Article 10 of Italian Presidential Decree 633/72, as laid down under Article 14 (10), Law 537 of 24.12.1993, while for **CONFERENCES AND SEMINARS** the **prevailing VAT rates** shall be applied

The undersigned declares that she/he has received the information required by EU Regulation 2016/679 "General Data Protection Regulation - GDPR"

Date \_\_\_\_\_

signature \_\_\_\_\_

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PART RESERVED FOR THE HEAD OF THE MANAGEMENT CENTRE

Given the above request, the sum of \_\_\_\_\_euro is hereby authorised.

The cost is to be assigned to the Project/Cost Centre \_\_\_\_\_

Fund 40400366

date \_\_\_\_\_

Fund director

*Prof. Vincenzo Maria Sglavo*

**Approved: authorized by** prof. Paolo Giorgini  
(digital signature of the director of the DISI department)

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NOTES FOR BANK PAYMENTS.

- **BANK TRANSFERS WITHIN ITALY**

Please provide the following information:

- Complete details of the bank (branch, address, city);
- Country code (IT);
- Sort code/bank no. (Abi/cab-basic bank code) (10 numeric characters);
- Account number (12 alphanumeric characters);
- Company Identification Number - CIN (1 letter).
- IBAN code (27 alphanumeric characters);

- **WIRE TRANSFERS TO EUROPEAN COUNTRIES THAT SUBSCRIBE TO THE IBAN STANDARD**

In addition to Italy, the European countries that subscribe to the IBAN standard as of 29 April 2004 include: Andorra, Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Great Britain, Greece, Hungary, Iceland, Ireland, Lithuania, Luxemburg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland. Banks in these countries require the following information:

- Complete details of the bank (branch, address, city);
- Country code (2 characters - shown in the SAP table);
- Bank code (corresponding to the national code of the bank, e.g.: code banque – code guichet, BLZ, sort code, etc);
- Account number;
- Company Identification Number (**control field mandatory only** for FRANCE, SPAIN, AND PORTUGAL);
- IBAN code;
- Swift code (**mandatory** regardless of the country of destination of the bank transfer - max 11 characters).

- **BANK TRANSFERS TO EUROPEAN COUNTRIES THAT DO NOT SUBSCRIBE TO THE IBAN STANDARD**

- Complete details of the bank (branch, address, city);
- Country code (2 characters - shown in the SAP table);
- Account number;
- Swift code (**mandatory** regardless of the country of destination of the wire transfer - max 11 characters);
- The ABA code is **mandatory** for transfers to the United States (entered into the bank code field) as it is not always possible to obtain the correct SWIFT. Ensure this information is always given.

The account number must be entered without spaces, dashes or slashes. The IBAN code is mandatory. The Treasurer cannot make the payment without this number (except for wire transfers to countries not subscribing to the IBAN standard).

The length of the IBAN code varies to a maximum of 34 alphanumeric characters, depending on the foreign country. The first two digits identify the country code, the next two numbers represent the control digit of the accuracy of the IBAN, and the remaining digits correspond to local information, such as the bank and the account number.

Be as complete and accurate as possible in providing information to avoid any delays in payment.



**INFORMATION REGARDING PERSONAL DATA PROCESSING IN ACCORDANCE WITH EU REGULATION 2016/679**

Regulation EU 2016/679 on the protection of natural persons with regard to the processing of personal data (the General Data Protection Regulation, hereinafter "GDPR") establishes the right of every person to the protection of all personal data concerning them. As an interested party, in accordance with article 13 of the GDPR, we provide you with the following information.

**1. Data Controller and Data Protection Officer**

The data controller is the University of Trento, n. 14, 38122 Trento, email: [ateneo@pec.unitn.it](mailto:ateneo@pec.unitn.it); [ateneo@unitn.it](mailto:ateneo@unitn.it). The contact details of the Data Protection Officer are: Ing. Zanella Nicola, via Verdi n. 8, 38122 Trento, email: [rpd@unitn.it](mailto:rpd@unitn.it).

**2. Processing purpose and legal basis**

The processing of your personal data is carried out by the Data Controller exclusively to comply with obligations relating to the setting up and/or administration of the contractual relationship, including any legal obligations in fiscal, social security and insurance matters in accordance with current legislation.

**3. Nature of the provision of data**

The provision of personal data is mandatory and failure to provide it prohibits the setting up/or administration of the aforementioned contractual relationship.

**4. Processing methods**

The processing of your personal data will be carried out in paper form and/or digitally by staff authorized to process the data in relation to the tasks and duties assigned to them, in compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity and the obligations of confidentiality.

**5. Categories of recipients and possible transfer abroad**

Your personal data may be disclosed to public and/ or private entities in compliance with specific legal and/or contractual obligations. Your personal data will not normally be transferred to non-EU countries.

**6. Data retention period**

Personal data will be stored for the period deemed necessary to achieve the aforementioned purposes and in any case for as long as is necessary to meet legal obligations. It will be kept for the time period established by current legislation regarding the conservation of administrative documentation.

**7. Rights of the data subjects**

As an interested party, data subjects can ask the controller at any time to exercise their rights referred to in articles 15 et seq. of the GDPR and, specifically, to access personal data, for correction, integration, cancellation, and limitation of processing. The data subject has the right to object to the processing of personal data concerning him/her and to withdraw their consent. For more information and to exercise your rights, you can send a specific request to the addresses indicated above. Finally, the right to lodge a complaint with the Guarantor for the protection of personal data remains unaffected in accordance with article 77 of the GDPR.