



SEMINAR - COURSE - CONFERENCE ATTENDANCE
(AUTHORIZATION AND ENROLMENT FEE REIMBURSEMENT FOR
CONFERENCES/SEMINARS/ONLINE COURSES)

DOCUMENT NO.	TYPE	FINANCIAL YEAR
To the Head of the Management Centre		
Department of Information Engineering and Computer Science		

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)

hereby 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 fee will be paid in advance by the applicant and a refund must be requested; accompanied by a receipt of payment and an invoice addressed to UniTrento, issued by a foreign institution or an Italian institution without a registered VAT number. **(NB: an advance of the enrolment fee cannot be given by the applicant, for courses held in Italy by organisations with a registered VAT number as they are obliged to issue an electronic invoice in the University's name before receiving payment)**
- declares that payment by means of bank transfer by the University department is not possible
- the copy of the duly completed registration form is enclosed. The original will be sent directly by the undersigned
- also enclosed is a copy of the conference invitation, including enrolment procedure details, for internal control purposes.



SAP code of the course/seminar/conference provider

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Please fill in the following if there is no code available yet or if the data has changed:

COMPANY NAME/SURNAME

NAME

FULL ADDRESS

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

Telephone

Fax

e-mail

COUNTRY (= nation)				REGION (= province)				LANGUAGE			
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VAT NUMBER (Italian tax code)																				
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EU VAT number																				
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The document (foreign invoice, receipt, debit note), to be requested from the supplier, must be addressed to:

Università degli Studi di Trento
Via Calepina n. 14 - 38122 TRENTO
Tax code and VAT no. IT00340520220

I, the undersigned, declare that I have received the information stipulated by Regulation EU 2016/679
"General Data Protection Regulation - GDPR"

date _____

signature _____

PART RESERVED FOR THE MANAGEMENT CENTRE

After due consideration of the above request, the payment of _____ is authorised.

The cost is to be attributed 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)

This document in paper form is a copy of the electronically signed original document, which has been written and is stored by the University of Trento in compliance with articles 3bis and 71 of Legislative Decree no. 82/05. The hand written signature has been replaced by the printed name of the signer (article 3 of Legislative Decree no. 39/1993)



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; 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.

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.