



## REQUEST BY THE DATA SUBJECT TO EXERCISE RIGHTS

pursuant to articles 15 et seq. of Regulation (EU) 2016/679 (GDPR)

To the Data Protection Officer

sent by email: [rpd@areasciencepark.it](mailto:rpd@areasciencepark.it)

or by standard mail to the address:

Area Science Park  
Padriciano, 99  
34149 Trieste

### Personal details of the requesting party

Name	
Surname	
Place of birth	
Date of birth	

### Residence of the requesting party

Address	
POSTAL CODE	
Municipality	
Province or foreign state	

### Classification of the requesting party

Directly concerned	<input type="checkbox"/>
Authorised party or proxy (in which case, the authorisation must be submitted along with the identifying document of the delegating party or the general or special power of attorney)	<input type="checkbox"/>

### Personal data of the data subject (if different from the requesting party)

Name	
Surname	
Place of birth	
Date of birth:	

### Contact information (requesting party's contact information)

Email address	
Certified email address (PEC)	
Domicile (if different from residence)	



**Subject matter of the request: exercise of the rights indicated in column 3 of the following table**

Right	Description	SELECT
Right of access	<p>Request to Area Science Park for confirmation as to whether or not Personal Data concerning the data subject are being processed, and, if so, request to obtain access to the personal data and the following information:</p> <ul style="list-style-type: none"> <li>a) the purpose of the processing</li> <li>b) the categories of personal data in question</li> <li>c) the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular if the recipients are in third countries or if they are international organisations</li> <li>d) where possible, the intended period of retention of the personal data or, if this is not possible, the criteria used to determine that period</li> <li>e) the existence of the data subject's right to request the rectification or erasure of personal data by the controller, or the restriction of the processing of his/her personal data or to object to their processing</li> <li>f) the right to lodge a complaint with a supervisory authority</li> <li>g) if the data were not collected from the data subject, all available information on their origin</li> <li>h) the existence of an automated decision-making process, including profiling, and, at least in such cases, meaningful information on the logic used as well as the importance and expected consequences of said processing for the data subject.</li> </ul> <p>If the personal data are transferred to a third country or an international organisation, the data subject shall have the right to be informed of the existence of appropriate safeguards relating to the transfer.</p> <p>If requested, Area Science Park will provide a copy of the personal data undergoing processing. If further copies are requested by the data subject, Area Science Park may charge a reasonable fee based on administrative costs. If the data subject makes the request by electronic means, and unless otherwise specified by the data subject, the information shall be provided in a commonly used electronic format.</p>	<p>Specify which information is required, indicating the corresponding letter:</p> <p>.....</p> <p>.....</p>
Right of rectification	<p>The data subject has the right to obtain the rectification of inaccurate personal data concerning him/her by Area Science Park and, taking into account the purpose of the processing, the right to have incomplete personal data completed, also by providing an additional declaration.</p>	<p>Specify what information has to be rectified or completed</p> <p>.....</p> <p>.....</p> <p>.....</p>
Right to erasure (right to be forgotten)	<p>The data subject has the right to obtain erasure of the personal data concerning him/her without undue delay by Area Science Park, and Area Science Park is obliged to erase the personal data without undue delay if one of the following reasons applies:</p> <ul style="list-style-type: none"> <li>a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed</li> <li>b) the data subject revokes the consent on which the processing was based</li> <li>c) the data subject objects to the processing and there is no overriding legitimate reason to process the data</li> <li>d) the personal data were unlawfully processed</li> <li>e) the personal data must be erased in order to comply with a legal obligation under EU or Member State law to which the data controller is subject</li> <li>f) personal data were collected without consent in connection with the provision of information company services to minors.</li> </ul>	<p>Specify what information you wish to have erased and why</p> <p>.....</p> <p>.....</p>

	<p>The data may be erased unless the right to the freedom of expression and information is overriding, they are retained for the fulfilment of a legal obligation or for the performance of a task carried out in the public interest or in the exercise of official authority, for reasons of public interest in the health sector, for archiving in the public interest, for scientific or historical research or statistical purposes or for the establishment, exercise or defence of a legal claim.</p>	
<p>Right of restriction of processing</p>	<p>The data subject has the right to obtain the restriction of processing by the data controller when one of the following cases applies:</p> <ul style="list-style-type: none"> <li>a) the accuracy of the personal data is contested by the data subject for the period necessary for the controller to verify the accuracy of said personal data</li> <li>b) the processing is unlawful and the data subject objects to the erasure of the personal data and requests instead that their use be restricted</li> <li>c) although the data controller no longer needs them for the purpose of the processing, the personal data are necessary for the establishment, exercise or defence of a legal claim</li> <li>d) the data subject has objected to the processing, pending verification as to whether the data controller's legitimate reasons override those of the data subject.</li> </ul> <p>Where processing is restricted, said personal data shall, except for retention purposes, only be processed with the consent of the data subject or for the establishment, exercise or defence of legal claims or the protection of the rights of another natural or legal person or for reasons of substantial public interest of the EU or a Member State.</p>	<p>Specify what information should be restricted and the reasons for this</p> <p>.....</p> <p>.....</p>
<p>Right to portability</p>	<p>The data subject shall have the right to receive his/her personal data provided to Area Science Park in a structured, commonly used and machine-readable format, and shall have the right to send said data to another data controller without hindrance by Area Science Park, to whom he/she has provided them if:</p> <ul style="list-style-type: none"> <li>a) the processing is based on consent or on a contract;</li> <li>and</li> <li>b) the processing is carried out by automated means.</li> </ul> <p>When exercising his or her data portability rights, the data subject has the right to obtain the direct transmission of the personal data from one data controller to another, if technically feasible.</p> <p>This right does not apply to the processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</p>	<p>Specify what information you require portability for and why</p> <p>.....</p> <p>.....</p>
<p>Right to object</p>	<p>The data subject shall have the right to object at any time, on grounds relating to his or her specific situation, to the processing of his/her personal data where the processing is based on the performance of a task carried out in the public interest or in the exercise of official authority vested in Area Science Park, including profiling on the basis of said provisions.</p> <p>Area Science Park shall refrain from processing the personal data further unless it can demonstrate the existence of compelling legitimate grounds for processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.</p> <p>If the personal data are processed for direct marketing purposes, the data subject has the right to object at any time to the processing of his/her personal data carried out for said purposes, including profiling insofar as it is related to said direct marketing. If the data subject objects to the processing for direct marketing purposes, the personal data shall no longer be processed for those purposes.</p> <p>If the personal data are processed for scientific or historical research purposes or for statistical purposes, the data subject shall have the right, on grounds relating to his/her specific situation, to object to the processing of his/her personal data unless the processing is necessary for the performance of a task carried out for reasons of public interest.</p>	<p>Specify what data processing you wish to object to</p> <p>.....</p> <p>.....</p>

Right to withdraw consent	The data subject has the right to withdraw consent at any time for all processing whose legitimacy depends on his or her expression of consent. Withdrawal of consent shall not affect the lawfulness of the previous processing, nor shall it affect the retention of data where retention is mandatory.	Please specify the data processing for which you wish to withdraw consent. ..... .....
Right not to be subject to a decision based solely on automated decisions	The data subject has the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or significantly affects his or her person in a similar way, unless the decision: ) is necessary for the agreement or performance of a contract between the data subject and a data controller b) is authorised by the law of the EU or of the Member State to which the data controller is subject, which also specifies appropriate measures to protect the rights, freedoms and legitimate interests of the data subject c) is based on the express consent of the data subject.	Specify which decision you do not wish to be subject to: ..... .....

The exercise of the aforementioned rights is subject to the limits, rules and procedures set out under the GDPR. In accordance with the provisions of article 12 paragraph 3 of the GDPR, Area Science Park shall provide the data subject with the information relating to the action taken without undue delay and, in any event, no later than one month after receipt of the request. This deadline may be extended by two months if necessary, taking into account the complexity and number of requests. Area Science Park will inform the data subject of this extension and the reasons for the delay within one month of receipt of the request.

By signing this form, the requesting party declares (for him/herself and for the data subject, if different) that he/she has been informed that the data indicated in this form are used exclusively for the purpose of responding to his/her application and that they will be retained for five years, in order to ensure adequate proof of the process, for the exercise of any rights in administrative or judicial proceedings.

**Please enclose a copy of the identifying document <sup>(1)</sup> and any proxy/power of attorney of the data subject.**

Place and date .....

THE REQUESTING PARTY

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<sup>1</sup> The request must be signed in the presence of the applicable employee at Area Science Park or signed and submitted together with a copy of an identifying document of the requesting party. The request and the copy of the document can be sent electronically. In this case, it will not be necessary to attach a copy of the identifying document if the request is signed digitally or with a qualified electronic signature if the requesting party is identified through a SPID, an electronic identity card or a national services card, or if the application is sent by certified email (PEC) in the requesting party's name.



## PERSONAL DATA PROCESSING POLICY

This policy statement is provided pursuant to articles 13 and 14 of Regulation (EU) 2016/679 - General Data Protection Regulation (hereinafter "GDPR") to inform the data subject that the Scientific and Technological Research Area of Trieste - Area Science Park (hereinafter "Area") is processing his/her personal data in relation to sending the request for information.

1. **IDENTITY AND CONTACT DATA OF THE DATA CONTROLLER** - The data controller of the personal data is the Scientific and Technological Research Area of Trieste – Area Science Park, based in Trieste, Padriciano, 99. The data subject may contact the data controller by writing to the above address or by sending an email to the following addresses [info@areasciencepark.it](mailto:info@areasciencepark.it) - PEC [protocollo@pec.areasciencepark.it](mailto:protocollo@pec.areasciencepark.it).
2. **CONTACT DETAILS OF THE DATA PROTECTION OFFICER** - there is a Data Protection Officer at Area Science Park, appointed pursuant to article 37 of the GDPR, who can be contacted at the following email address: [rpd@areasciencepark.it](mailto:rpd@areasciencepark.it).
3. **CATEGORIES OF PERSONAL DATA** - The personal data processed by Area Science Park for the purposes expressed in this policy statement fall into the category of common personal data (name and surname, place and date of birth, address of residence and, if applicable, domicile, email address and PEC address).
4. **PURPOSE AND LEGAL BASIS OF THE PROCESSING** - The purpose of the processing of the personal data collected is to provide feedback on the exercise of the rights of the Data Subjects pursuant to articles 15 to 22 of the GDPR. The legal basis for the processing can be found in article 6 paragraph 1, letter b) of the GDPR (legal obligation to which the data controller is bound) in connection with article 12, paragraph 3 of the GDPR.
5. **RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA** - Subject to the communication and disclosure operations carried out in execution of legal obligations and orders by the authorities, the data collected shall be known only by Area Science Park staff who have been duly authorised and instructed and shall not be subject to communication or disclosure.
6. **TRANSFER OF DATA TO NON-EU COUNTRIES** - Should Area Science Park transfer data subjects' personal data to non-EU countries, it will carry out the transfer in such a way as to provide appropriate and adequate safeguards in accordance with articles 45, 46 or 47 or 49 of the GDPR.
7. **DATA RETENTION PERIOD** - The determination of the personal data retention period shall comply with the principle of the necessity of the processing. Personal data will then be retained for as long as necessary to pursue the purposes stated above and in any case shall be destroyed five years after the end of the processing
8. **RIGHTS OF THE DATA SUBJECT** - With reference to the personal data provided, the data subject has the following rights:
  - a. access to the personal data
  - b. rectification or erasure of the personal data or limits to the processing
  - c. objection to the processing
  - d. data portability, provided that the processing is based on a contract to which the data subject is party and is carried out by automated means



e. right to lodge a complaint with a supervisory authority.

In order to exercise the rights referred to in letters a) to e), the data subject may send an email to the following address: [rpd@areasciencepark.it](mailto:rpd@areasciencepark.it).

Area Science Park is required to provide a response within one of from the request, which can be extended to up to three months in the event of particularly complex requests.

9. MANDATORY OR OPTIONAL NATURE OF THE PROVISION OF DATA AND THE CONSEQUENCES OF NON-DISCLOSURE OF DATA - The provision of personal data is optional but it will not be possible to fulfil the requests made without it.
10. LACK OF AUTOMATED DECISION-MAKING PROCESS - Area Science Park has not adopted any automated decision-making processes in accordance with article 22 of the GDPR to process the personal data of the data subjects.