



Office for Students with Disabilities and SLD

## REQUEST FOR TAKING CHARGE

***Form to be sent, wholly filled in, to the Office exclusively after an introductory meeting by appointment - ufficio.disabili@unito.it – Via Po, 31 - 10124 Turin***

N.B. this form will be considered valid only if there are also the required certificates.

a.y. ....

### **PERSONAL DATA**

Surname..... Name .....

Date of birth .....

Address..... Zip code..... City.....Province .....

Phone ..... Mobile .....

E-mail \_\_\_\_\_@edu.unito.it

only the institutional one must be indicated.

Study course .....

Department of .....

Matriculation n°.....

### **Only for student from the second year on**

Year of matriculation .....

Enrolled for the..... time

Number of passed exams .....

Any transfer from another degree or from another university

yes     no

If yes, please specify:.....

.....

**Have you already a disability/ invalidity certification from upper secondary school?**

- yes     no

**If yes, which aids did you use?**

.....  
.....

- enclose **the disability/invalidity certificate** (issued by competent ASL and in force)
- enclose **copy of PEI (Individual educational planning) issued by the upper secondary school**
- enclose **further documentation showing specific difficulties and functional diagnoses**

***REQUESTED SERVICES***

- ACCOMPANYING**
- EDUCATIONAL PEER TUTORING**
- LIS INTERPRETER**
- MEDIATION FOR COMMUNICATION FOR DEAF ORALISTS**
- USE OF DEDICATED INFORMATIC AIDS**

.....  
 **OTHER (please specify):**.....  
.....

**in case of motor disability, I declare that:**

- I DO NOT require the service of PERSONAL AND HYGENIC ASSISTANCE within the restrooms, as I am autonomous.** I am aware that if I request the accompanying service, the operator will not be able to be present inside the restroom.
- I require the PERSONAL AND HYGIENIC ASSISTANCE SERVICE** carried out by a healthcare worker.

Date .....

Signature .....

# PRIVACY POLICY ACCORDING TO ARTICLE 13 OF GDPR - EU REGULATION 2016/679

The University of Turin, in accordance with art. 13 of the EU Regulation 2016/679 and in implementation of Legislative Decree 101 of 2018, announces that the personal data provided with the "Taking Charge Form" will be processed for institutional purposes related to teaching and services for the students, in accordance with the general principles of lawfulness, fairness and transparency of the GDPR - EU Regulation 2016/679 on the protection of personal data. The University also provides the following information in order to inform the characteristics and methods of data processing.

## **a) Data controller and contact details**

The Data Controller is the University of Turin, as legal representative "pro-tempore" the Rector, registered office in Via G. Verdi, 8 - 10124 Turin (contact data: pec address: [ateneo@pec.unito.it](mailto:ateneo@pec.unito.it) - email address: [rettore@unito.it](mailto:rettore@unito.it) - telephone 011/6706111).

## **b) Contact details of the Data Protection Officer (DPO)**

The Data Protection Officer (DPO) of the University of Turin can be contacted at the email address: [rpd@unito.it](mailto:rpd@unito.it).

## **c) Purpose of the processing and legal basis**

The processing of personal data requested from the interested part is carried out to fulfill a legal obligation to which the data controller is subject according to art. 6, paragraph 1, letter c) of the EU Regulation 2016/679.

The data subject to processing provided by you at the time of enrollment or during the degree path, are processed within the limits established by law for institutional purposes.

In particular, personal data are processed for the pursuit of the following aims:

- a) use of services to support the person with disabilities in travelling to and from the university facilities;
- b) dissemination of information and useful initiatives to promote social inclusion;
- c) provision of tutoring, assistance and support services during the degree course to provide the student the necessary support to follow efficaciously the lessons.

The processing of personal data conferred and acquired with the "Taking charge form" has as legal basis:

- Law No. 104 of February 5, 1992 "Framework law for the assistance, social integration, and rights of persons with disabilities";
- Law No. 170 of October 8, 2010, "New regulations on specific learning disorders in schools";
- Legislative Decree No. 68 of March 29, 2012, "Revision of the general legislation on the right to study and enhancement of legally recognized university colleges, in implementation of the delegation provided by Article 5, paragraph 1, letter a), second sentence, and d), of Law No. 240 of December 30, 2010, and in accordance with the principles and guiding criteria established in paragraph 3, letter f), and in paragraph 6"

## **d) Types of data processed**

The personal data collected and processed by the Data controller for the above purposes are personal data (first name, last name, tax identification number, date of birth, citizenship) and contact data (phone number, residence, e-mail address).

For the above-mentioned purposes, according to article 9 of EU Regulation 2016/679, a special category of personal data, namely health-related data, are collected and processed by the Data controller.

## **e) Provision of data**

The provision of the requested data is mandatory, if you do not provide them, it will not be possible to finalize the process and receive the related assistance and support services.

## **f) Method of Processing**

The processing of personal data will be carried out by means of manual, computerized and telematic tools that are in any case suitable to guarantee the security and confidentiality of such data.

The data processed for the above purposes will be communicated or will be accessible to the employees or collaborators assigned to the competent offices of the University, who, in their capacity as data protection contact persons and/or system administrators and/or authorized processors, will be adequately instructed for this purpose by the Controller.

## **g) External Data Processing Officers**

The data may also be communicated and processed externally by third party providers of certain services necessary for the performance of the processing. The third party acts on behalf of the Data Controller for the sole purpose of the requested service and who are duly appointed as "Data Protection Officers", in accordance with Article 28 of EU Regulation 2016/679.

## **h) Categories of recipients of personal data**

Personal data, according to the current regulations, will be communicated to public and/or private bodies that by law or regulation have the right to receive them.

The data may be communicated to the following categories of recipients: National Registry of Students and Graduates; CINECA (Consorzio Interuniversitario per il Calcolo Automatico) - for the management of student careers; EDISU Piemonte (Ente Regionale per il Diritto allo Studio Universitario per il Piemonte), managing services for the right to study (scholarships, halls of residence, canteens); Intesa Sanpaolo bank, as University's cashier institution; other Italian and foreign universities, in case of transfers to and

from these universities or periods of international mobility; other public administrations such as municipalities, provinces, regions, A.S.L. (local health centre).

Special data related to health status may be disclosed only if it is indispensable for the performance of institutional care activities and in compliance with the regulations on the processing of personal data.

**i) Transfer of data to Third Country**

Personal data may be transferred to countries outside the European Union, as the Data Controller uses Google's services for the Educational sector. Google uses informatic infrastructure, equipment necessary to interconnect networks and users, and logging centres located in non-EU countries. Google has adhered to the EU-US Data Privacy Framework on data transfer, based on the adequacy decision adopted on July 10, 2023 by the EU Commission according to Article 45, paragraph 3 of the GDPR. In the context of its contractual relationships with the University, Google also complies with the European legislation on data transfer as outlined in the Data Processing Amendment, signed by the University, which contains the model contractual clauses (see <https://cloud.google.com/terms/sccs/eu-c2p>). With Implementing Decision (EU) 2021/914 of 4 June 2021, the European Commission issued standard contractual clauses for the transfer of personal data to third countries under Regulation (EU) 2016/679 of the European Parliament and of the Council.

**j) Period of data retention**

The data collected will be kept for the achievement of the purposes indicated above and subsequently in order to comply with individuals' certification and verification requests, in compliance with the archiving obligations imposed by the current legislation.

Contact data (telephone, personal e-mail) will be kept for the period necessary to achieve the purposes for which they were collected and, thereafter, will no longer be used by the University.

Personal data may be retained for scientific research and/or statistical purposes even beyond the period necessary to achieve the purposes for which they were collected or subsequently processed, in accordance with and subject to the application of the security measures provided in Article 89 of the EU Data Protection Regulation 2016/679 (GDPR).

**k) Data rights**

Data subjects (subjects to whom the data refer) may assert, in the cases provided, their rights over their personal data, according to articles 15-21 of EU Regulation 2016/679, where applicable, to the University of Turin by sending a specific request to: the Director of the Direzione Didattica e Servizi agli Studenti, Aldo Moro Building - Block D, Via S. Ottavio 12/B - 10124 Turin - E-mail: [ufficio.disabili@unito.it](mailto:ufficio.disabili@unito.it) -

**l) Complaint**

The data subject is informed that he/she has the right to lodge a complaint with the supervisory authority and may appeal to the Data Protection Authority (website: [www.garanteprivacy.it](http://www.garanteprivacy.it)).

**m) Profiling**

The Data Controller does not use automated processes aimed at profiling.

The undersigned \_\_\_\_\_ declares that he/she has read and understood the information on the processing of personal data.

Data \_\_\_\_\_

Signed for acknowledgement \_\_\_\_\_