

Subject: Right of Access request

Pursuant to law no. 241/1990 and to the Decree of the President of the Republic no. 184/2006

Full name _____

Place of birth _____ Date of birth _____

Address _____ Post Code _____ Country _____

Contact address: _____

Capacity (e.g. lawyer, relative, etc.) _____

REQUESTS

(please check one option)

- Consultation only
- Consultation and issue of a non-certified copy*
- Consultation and issue of a certified copy *(in this case, please attach to this form a €16 revenue stamp (“marca da bollo”))*

(please check your preferred delivery option)

- in person
- dispatch by registered post
- via email (in pdf format - by checking this box, the applicant releases *Università degli Studi dell'Insubria* from any liability in case of failed or incorrect reception of the documents).

of the following documentation:

for the following reasons:

I agree to the treatment of my personal data after General Data Protection Regulation (GDPR, EU Regulations no. 2016/679) for the purposes related to the service requested. Full GDPR documentation and info is available at: <https://www.uninsubria.eu/personal-data-protection>

(place) _____, *(date)* _____

Applicant's signature

(Identity confirmed prior to either exhibition or submission of ID)

FORWARD TO: archivio.generale@uninsubria.it

USER NOTICE

Access to documents is free of charge.

Paper copies can be issued upon payment as detailed below. Current regulations apply as regards revenue stamps, research and access rights – art. 25, paragraph 1, law no. 241/1990.

Duplication **costs: € 0.20 per each A4 sheet, and € 0.40 per each A3 sheet.** Upon submission of this form, applicants will receive an 18-digit IUV code either via post or via email. Applicants will then use this code to make the final payment through the PagoPa portal (<https://checkout.pagopa.it/en/>).

It is mandatory to attach a revenue stamp on all documents listed in the Italian Revenue Agency newsletter (*Circolare dell’Agenzia delle Entrate*) no. 29 of 1 June 2005, as well as on requests for a certified copy and on certified copies issued. Purchase of a €16 revenue stamp may be required for each sheet. A sheet is composed of 4 pages.

For data sheets (*tabulato meccanografico*), a €16 revenue stamp is due for every 100 lines, or fractions of 100 lines.

For the purposes of duplication with mechanic, chemical and photographic means, a sheet is composed of 4 pages, provided that these are linked or bound, so as to consist in a single document, whose last page bears a compliance certificate (*conformità all’originale*).

Following article no. 5, paragraph 4 of the Legislative Decree no. 33 of 14 March 2013, updated by the Legislative Decree no. 97 of 25 May 2016, the issue of documents in digital formats is free of charge.

In case of access refusal, the applicant has the right to appeal to:

- 1) the Regional Administrative Court (TAR) within 30 days of the refusal;
- 2) the Committee for access to administrative documents established by the Presidency of the Council of Ministers (*Presidenza del Consiglio dei Ministri*) within 30 days of the refusal;
- 3) the President of the Republic (*Presidente della Repubblica*) within 120 days (in case of non-ordinary appeal, or *ricorso straordinario*) of the refusal.