**Annex M – Ravenna Technopole (Marina di Ravenna site)**

**Visitor access request**

*(This form must be filled out in case of access of a Representative/Technician of an external Company/occasional Visitor, or other external staff outside the scope of Annex A-B). The form will then be sent to the Head of CIRI FRAME, the Facility Coordinator (Antonio Primante -* *antonio.primante3@unibo.it**) and the Local Safety Officer (Denis Zannoni -* *denis.zannoni@unibo.it**).*

***To the Head***

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUESTS THAT**

From (first access date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to (last access date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name and Surname)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ born in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_* TAX ID NO. \_\_\_\_\_\_\_\_\_\_\_\_

email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

be authorised to access the Ravenna Technopole (Marina di Ravenna site) for the following reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The activity will take place in the following locations (name and floor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The visitor DECLARES:

* knowledge of the alarm signal and criteria in the event of an emergency;
* receipt of information/training on the risks present in the work environment (chemical/biological/special equipment etc.);
* receipt of the necessary PPE to be used, if applicable;

and AGREES

* to comply with the instructions given by the Head of Teaching and Research (RDRL) or a delegate and refrain from taking actions or initiatives unless expressly authorised;
* to behave in such a way as to ensure his/her personal safety and that of others;
* to immediately inform the RDRL (or a delegate) of any anomalies;
* to follow the instructions given by staff in case of an emergency and go to the meeting point.

Request for authorisation to deliver the keys (or badge, if applicable) \_\_\_YES/NO.

Request for temporary University credentials to access the WIFI network \_\_\_YES/NO.

The visitor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The person making the request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised by **legible and full signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_ (*the Head of CIRI FRAME)*

*\* The Head will reply, including via email, to all the persons concerned, who will then be able to proceed with their own fulfilments.*

**Please note:** The University Facility concerned will process the personal data of employees and collaborators exclusively for institutional purposes and in compliance with personal data protection Regulation (EU) 2016/679. The data will be collected and used solely to the extent allowed by law, the University Statute and Regulations, in accordance with the principles of transparency, fairness and necessity as laid down by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

For further information, see the website [www.unibo.it/privacy](https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing).