 CODE USVT -R40 – F12	University of Life Sciences "King Mihai I" from Timisoara	Issuing body Department of Quality Management
	REGULATION REGARDING THE PROFESSIONAL ACTIVITY OF STUDENTS FROM THE UNIVERSITY OF LIFE SCIENCES "KING MIHAI I" FROM TIMISOARA	

Annex 12

No. _____ / _____

APPROVED,

DEAN

MR DEAN,


I, the undersigned _____, born in the town/city _____, county _____, country _____, on _____, telephone number _____, graduate/student of the Faculty _____, study program _____, promotion/year of study _____ with the diploma paper/bachelor exam passed in the session _____, I hereby request approval for **the issuance of the analytical program**, for the years _____.

I am attaching herewith:

- Copy of IC/Passport
- The receipt representing the analytical program issuance fee.

Date: _____

Signature,

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INFORMATION REGARDING PERSONAL DATA PROCESSING

The University of Life Sciences "King Mihai I" from Timisoara, based in Timișoara, Calea Aradului no. 119, Timis county, postal code, 300645, telephone 0256/277122, fax: 0256/277009, hereinafter referred to as USVT, legally represented by Rector Prof. dr. Popescu Cosmin, processes the personal data provided by the graduates and their proxies for the Document Release Office, in accordance with the legal provisions on the processing of personal data and the free circulation of this data.

According to the requirements of Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), USVT has the obligation to administer safely and only for the specified purposes, the personal data provided by you (surname, surname, personal numerical code, ID card series and number, gender, date and place of birth, citizenship, ethnicity, image, personal data of family members, driver's license data, address, phone/fax/e-mail number, professional training, health status, as well as any other data established by the legislation in force, as well as personal data specially provided by the beneficiaries and for which you express in writing and expressly your agreement to their use, regarding the personal numerical code, series and number of the identity document/passport).

The purposes for which the personal data are processed and the legal basis of the processing


The University of Life Sciences "King Mihai I" from Timisoara collects and processes your personal data for the following purposes:

- printing and issuing study documents;
- the achievement of the main object of activity, respectively higher university education;
- in order to comply with all the legal obligations that incubate the institution;
- internal reports or to other state authorities/institutions, as a result of legal obligations of the operator;
- nominal reporting of personal data to ME through UEFISCDI, in order to fulfill legal obligations in relation to RMUR (Unique Matriculation Register of Romanian Universities);
- compilation of statistics/actuarial;
- preparation of audit reports;
- the resolution of potential disputes, referred to the courts (common law or arbitration);
- resolving petitions, complaints and requests received by the institution from various natural or legal persons;
- ensuring the necessary security measures (audio - video surveillance);
- ensuring the implementation and compliance with the organization and operation procedures and regulations of the institution;
- ensuring the implementation and compliance with the provisions/decisions of the internal management structures/persons with management functions, documents that complete the organization and operation procedures and regulations of the institution;
- ensuring the records of people entering the premises of the institution.

The collection and processing of personal data for the aforementioned purposes is based on:

- initiating and carrying out the procedure for issuing study documents;
- a legal obligation of the operator;
- the application of Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation);
- your consent;
- the legitimate interest of the operator, for activities such as performing statistical/actuarial analyzes and internal reporting or to other authorities/institutions of the state, ensuring the implementation and compliance with the organization and operation procedures and regulations of the institution, ensuring the necessary security measures, etc.

The provision of personal data is a legal obligation necessary for the issuance of study documents. Graduates/authorized persons are obliged to provide these personal data otherwise, the consequences of not complying with this obligation being the impossibility of issuing the study documents. In this case USVT will be exempted from liability.

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Categories of recipients to whom personal data may be disclosed:

The recorded information is intended for use by USVT and is communicated to the following recipients:

- the authorities/institutions of the state, as a result of some legal obligations of the operator;
- natural or legal persons, as a result of legal obligations of the operator;
- the contractual partners of the university;
- judicial or arbitration courts, notaries public, lawyers, bailiffs, translation offices, other authorized services, expert evaluators;
- other educational and educational institutions.

Storage of personal data

Personal data will be stored for as long as necessary for the aforementioned purposes, in accordance with the legal archiving periods.

The rights you have in relation to your personal data

In relation to the processing of personal data, based on the conditions specified in Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/ EC (General Data Protection Regulation), you can exercise any of the following rights:

- the right to access personal data;
- the right to rectification;
- the right to delete data ("the right to be forgotten"), except in situations expressly provided by law, when data processing by USVT is mandatory;
- the right to data restriction;
- the right to data portability;
- the right to opposition, to the extent that the legal conditions are met;
- the right not to be subject to a decision based solely on automated processing, including profiling;
- the right to lodge a complaint with the competent data protection authority;
- the right to go to court.

To exercise these rights, you can send a written, dated and signed request to the University of Life Sciences "King Mihai I" from Timisoara, Calea Aradului no. 119, Timiș County, postal code, 300645, to the attention of the Data Protection Officer, in the person of Mr. Head of Work. Dr. Moisa Sebastian, as well as at the e-mail address: protectiadatelor@usab-tm.ro.

By signing this information, the undersigned _____, as a graduate/authorized person¹, I declare that I am aware that USVT will process, by any means, my personal data, in accordance with Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of of these data and of the repeal of Directive 95/46/CE, that I have understood the essential rights and obligations regarding the processing of personal data and express my consent for USVT to process my personal data, including those of a special nature, data provided by the undersigned in full knowledge of the matter.

Family name, name _____

Date _____

Signature _____

¹It is mandatory to opt for one of the situations, by cutting out the other