# DECLARATION OF PERSONAL INFORMATION FOR COLLABORATORS

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I, the undersigned |  | | | | | | | | | | | | | | | |
| gender | male  female | | | | | | | | | | | | | | | |
| Telephone number |  | | | | | | | | | | | | | | | |
| e-mail |  | | | | | | | | | | | | | | | |
| *Codice Fiscale:* Italian Tax Code |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| or (if resident abroad) foreign identifying code |  |
| (**\***)Passport number *(please enclose a copy)* |  |

**Declare**

under my full responsibility that the following information is correct :

|  |  |  |
| --- | --- | --- |
| date of birth (*dd/mm/year)* | City | Country |
| Address |  | |
| zip code | City | Country |

I also declare that I choose

* *(if resident abroad)* to avail/not avail (choose the correct one and delete the other) myself of the Agreement to avoid duplication of taxation between Italy and (foreign country where resident) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(\*\*)
* the following form of payment: IBAN BANKING ACCOUNT – **Credit on bank account**

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|  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *id naz* | | *cin e* | | *cin* | | *abi* | | | | | *cab* | | | | | *number* | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SWIFT BIC CODE  *(necessary for credit on bank account abroad)* | | |  |  |  | |  |  |  |  |  |  |  |  | |
| Bank |  | | | | | | | | | | | | | | |
| address |  | | | | | | | | | | | | | |
| zip code | | City | | | | Country | | | | | | | | |

NOTES FOR FILLING IN THE FORM:

(\*) Collaborators resident abroad are bound to indicate the code.

(\*\*) Collaborators resident abroad who avail themselves of the Agreement to avoid duplication of taxation must enclose the certification given by the Foreign Financial Authority concerning the collaborator’s fiscal domicile or residence.

# DECLARATION CONCERNING SOCIAL INSURANCE CONTRIBUTION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Starting from |  |  |  |  |  |  |  |  | to |  |  |  |  |  |  |  |  |
|  | *dd/mm/year* | | | | | | | |  | *dd/mm/year* | | | | | | | |

|  |  |
| --- | --- |
| and consisting in the following services |  |
|  |  |
|  |  |

**I declare**

under my full responsibility:

1. ***(for professional services)*:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| That my VAT code is |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. ***(for occasional services; fill in if you do not avail yourself of the taxation agreement):***

That I am **not** subjected to social insurance contribution because during 2019 my income in Italy, for occasional service, is under 5.000,00 Euro

***(If the income in Italy is different than 0 but under 5.000,00 Euro excluding the present appointment, please declare the amount already earned for occasional services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Euro).***

OR

That I am subjected to social insurance contribution although carrying out an occasional service, as **I have already earned** **in Italy** during the year **2022** an amount above 5.000,00 Euro for occasional services

# Declaration pursuant to art. 15 of Legislative Decree no. 33, 14th March 2013

**I – APPOINTMENTS AND POSITIONS**

*(tick the appropriate box and fill in)*

I don’t have any permanent or temporary employment in private law entities regulated or funded by the Italian Government

or

I have the following employment in private law entities regulated or funded by the Italian Government:

|  |
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**II – PROFESSIONAL ACTIVITIES**

*(tick the appropriate box and fill in)*

I don’t carry out any professional activity

or

I carry out the following professional activities (specify the type and the denomination of the entity/company):

|  |
| --- |
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**III – CONFLICT OF INTEREST**

I am not related to or have any kinship up to the fourth degree included with:

• the teaching staff of the Università del Piemonte Orientale,

• the Rector and the General Director of the Università del Piemonte Orientale,

• the Members of the Board of Directors of the Università del Piemonte Orientale,

and I undertake to provide notification should the above occur at a later date.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | The Collaborator |  |

**PRIVACY NOTICE**

The data controller is University of Studies of Piemonte Orientale “Amedeo Avogadro” with registered office in Via G. Ferraris, no. 116, Vercelli (VC), VAT no. 01943490027, fiscal code no. 94021400026 (hereinafter “**University**”, “**Us**”or “**We**”). The University has appointed a Data Protection Officer (DPO). You can contact the DPO by writing an email to [dpo@uniupo.it](mailto:dpo@uniupo.it) Your personal data We collect when you fill the form above, are processed for the following purpose: (i) where we need to comply with a legal or regulatory obligation such as compliance with tax laws or accounting obligations and (ii) where we need to perform the contract we are about to enter into or have entered into with you. The personal data that we request are processed in paper and electronic format by administrative employees educated and better trained (we process the following type of data: name and surname, date and place of birth, photocopy of the identify document, job role, fiscal code, personal data related to payment and invoicing, such as bank account details, SDI code for e-invoicing, VAT number and taxation purpose, and another subject authorized to operate on your account, for which the data subject declares to be authorised to communicated). If you failure to provide personal data where requested, we may not be able to perform the contract We have or are trying to enter into with you or execute payments, and so we may have to cancel the contract. We take all security measures as required by the Data Protection legislation, even in the case you provide special categories of data or personal data relating to criminal convictions and offences. Your data are available only for well trained person authorised (including with regard to compliance with security measures and confidentiality obligations) pursuant to section 29 of the GDPR and section 2-quaterdecies of the Italian Data Protection Code. Your data are available for professional and consultants by us in charge as independent controllers or data processors (for instance any subject authorised under the Law no. 241/1990 or all another subjects that perform accessory services for the best management of the establishment and execution of the contract). You can obtain a complete list of the subjects for which your data are available by writing an email to our DPO at [dpo@uniupo.it](mailto:dpo@uniupo.it) including the reason of the request. The data are not transferred outside the European Union. We will retain your personal data for as long as we reasonably consider we may need to in connection with the purpose of processing indicated in this privacy notice and for the time in connection with Legal obligations (i.e. ten years pursuant to section 2220 of the Italian civil code). You can exercise your privacy rights pursuant under sections from 15 to 21 of the GDPR (for instance right to access, rectification or erasure) by writing an email to data controller or to DPO at [dpo@uniupo.it](mailto:dpo@uniupo.it). Your consent is not necessary for processing your personal data because the processing is necessary for the performance of a contract to which the data subject is party (6 (1) (b) of the GDPR), processing is necessary for compliance with a legal obligation to which the controller is subject (6 (1) (c) of the GDPR) and processing is necessary for defence in court proceedings as purposes of the legitimate interest pursued by the controller (6 (1) (f) of the GDPR).

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | The Collaborator |  |