



APPLICATION TO CHANGE IDENTIFYING AND PERSONAL DETAILS ON ACADEMIC TRANSCRIPT

PERSONAL INFORMATION		
Name:	First surname:	Second surname:
Identity card number / passport number:	Mobile telephone:	Telephone:
URV e-mail address for written correspondence:		Personal e-mail address for written correspondence:
I am/ I was a student on the bachelor degree/ master degree/ doctoral degree: Center:		

I STATE
That I wish to exercise my right to access the personal data on my transcript.

Therefore

I REQUEST to change the following data on my transcript:
<input type="checkbox"/> Identity document <input type="checkbox"/> Personal e-mail address for written correspondence <input type="checkbox"/> E-mail address <input type="checkbox"/> Name, Surname <input type="checkbox"/> Telephone <input type="checkbox"/> Date of birth <input type="checkbox"/> Other (please state)

For the following:

(place) , (date)

(signature)

DOCUMENTS THAT MUST BE ATTACHED - space reserved for the Secretary's Office of the Faculty/School -		
<u>Yes</u>	<u>No</u>	Original or photocopy of the document showing the new data (if necessary)
I am aware that I have a maximum of 10 working days as from the day after presenting this request to provide the documents that are missing. If I do not present the documents within this deadline, the URV will regard my application as withdrawn (art. 68.1 Law 39/2015).		

Declaration of responsibility (as stipulated in article 69 of Law 39/2015)
<ul style="list-style-type: none"> - I declare under my responsibility that I comply with all the requirements of this application and that I can provide the corresponding documentary proof. - Although the documentation required for this procedure to be resolved is initially attached in digital format or as ordinary copies, I undertake to provide the originals if the Administration formally requires me to do so. - I am aware that any inaccuracy, falsity or omission in the data or documents provided will mean that the application will not be able to be resolved without prejudice to other criminal, civil or administrative responsibilities that may arise.

The Head of Secretary's Office of the Faculty/School

(Unit to which documentation is sent: Campus Secretariat for Academic Management)

Student information
Full name: Identity card number/passport number: Mobile phone: URV e-mail address for written correspondence: Personal e-mail address for written correspondence: Course:

RESOLUTION OF APPLICATION TO CHANGE IDENTIFYING DETAILS ON ACADEMIC TRANSCRIPT

The faculty/school issues a document accepting the request confirming the change
<p>The requested changes to the personal details will be made and no notification will be sent (the personal details can be consulted on the intranet).</p> <p>If the authorised change affects the student identifier (for example, DNI or NIE number), that change will come into effect within the following 48 hours. From then on, the student will have to use their new identifier in order to access the URV's digital services.</p>

The faculty/school issues a document rejecting the request
<p>The application is declined because:</p> <p><input type="checkbox"/> the student is not up to date with payments.</p> <p><input type="checkbox"/> You will have to wait for an express resolution.</p> <p><input type="checkbox"/> other reasons.</p> <p>(place) , (date)</p> <p>The Head of the Secretary's Office (signature)</p>

This decision is not the end of the administrative process and, should students wish to do so, they can appeal to the rector of the URV within one month of having been informed of this decision.

INFORMATION ON PERSONAL DATA PROTECTION

Data Controller: The controller of your personal data is the Universitat Rovira i Virgili, tax number Q9350003A, with its registered headquarters at Carrer de l'Escorxador, s/n, 43003 Tarragona.

Purpose: To manage aspects relating to the student's record, including but not limited to issuing academic and university certificates and/or official accreditations of curricula and of programmes of subjects studied and passed at the URV.

Rights: Data subjects have the rights of access, rectification, erasure, portability, limitation and opposition to processing and can exercise these rights by writing to the General Registry of the URV at the address of its registered headquarters or submitting the request to the University's General Registry in person or online in accordance with the procedure described at <https://seuelectronica.urv.cat/registre.html.urv>.

Further information: Data subjects can consult additional information about the personal data process known as *Management of preregistration for official degree programmes* and their rights at the URV's Record of Processing Activities published at <https://seuelectronica.urv.cat/rgpd> where they can also consult the URV's Privacy Policy. They can also ask our data protection officers any questions they may have about personal data protection at the email dpd@urv.