

**Authorization for administrative procedures**

|  |  |
| --- | --- |
| I | with DNI/NIE/ passport nº  |

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| --- | --- |
| I authorize  | with DNI/NIE/ passport nº (no need in case of a courier) |

To carry out the following administrative procedure:

|  |  |
| --- | --- |
| **Type of procedure** | **Study Name** |
|[ ]  Collection of title  |  |
| [ ]   | Collection of certificates |  |
| [ ]  | Degree Application  |  |
| [ ]  | Certificate request |  |
|[ ]  Other (please specify): |  |

 Signature of the person concerned:

*Date:*

*With the signature of this letter, the representative accepts the representation granted and responds to the authenticity of the grantor's signature, as well as the copy of the DNI/NIE/passport that accompanies this document and records that he will provide the originals if required.*

***Basic information of the Data Protection Law***

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| PURPOSE OF THE PICKUP/ DATA PROCESSING  | Completion of the procedure requested by the interested person.  |
| LEGAL BASIS  | Fulfillment of a mission in the public interest.  |
| RECIPIENTS  | Your data will not be transferred or sent to third parties or other recipients.  |
| TRANSFERS OF DATA OUTSIDE THE EU  | Your data will not be transferred or sent to organizations or entities outside the European Union.  |
| TERM OF CONSERVATION OF THE  DATA  | The data will be kept for the period established in the tables of access and documentary evaluation of the Generalitat de Catalunya.  |
| PROFILING  | The processing of your data does not involve the creation of profiles for predictive purposes of personal preferences, behaviors or attitudes.  |
| RESPONSIBLE FOR  TREATMENT  | The Technical Secretary  |
| RIGHTS OF INDIVIDUALS INTERESTED  | In accordance with current legislation on the protection of personal data, you can exercise your rights of access, rectification, deletion, opposition, limitation of processing or portability by means of a request addressed to the data controller or to the General Secretary of the UAB, to the Rectorate Building located at Pl. Acadèmica , 08193, Bellaterra (Cerdanyola del Vallès).  |
| DATA PROTECTION OFFICER  | You can also make the appropriate queries regarding the processing of your personal data at the electronic address proteccio.dades@uab.cat  |
| CLAIMS  | You can file claims with the Catalan Data Protection Authority through the APDCAT (https://seu.Apd.cat) electronic headquarters or by non-telematic means.  |