



## PERSONAL DATA TO REQUEST A UNIVERSITY CARD AND ACCESS.

### IDENTIFICATION OF APPLICANT. (Use capitals)

|  |                    |                                       |                |
|--|--------------------|---------------------------------------|----------------|
| Host Service or Department:  |                    | Company requesting university access: |                |
| Group you belong to (Visitor, pupil collaborator, supplier, etc.): |                    |                                       |                |
| Start Date:  | End Date *:        | Order Number:                         | NIU:           |
| Name:  |                    | Surname:                              |                |
| Second Surname:  |                    | Sex:                                  | Date of Birth: |
| Place of Birth:  | Province of Birth: | Country of Birth:                     | Mobile Phone   |
| Type of document (Passport, etc.):                                 |                    | ID document number **:                |                |
| Email ***:   |                    | Date:                                 |                |
| Name of the Department or Service Director:                        |                    |                                       |                |
| Comments of the Department or Service:                             |                    |                                       |                |

### IDENTIFICATION OF APPLICANT'S VEHICLE: (Use capitals)

|                         |                            |                                 |
|-------------------------|----------------------------|---------------------------------|
| Registration:           | Make:                      | Model:                          |
| Vehicular owner's name: | Vehicular owner's surname: | Vehicle owner's second surname: |

|   |   |
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| Applicant's signature ****:   | Department or Service Director's signature and stamp: |
| <p>Exceptionally, if the Petitioner cannot sign the card before the date of discharge, it will be able to sign it in the moment of delivery of the University Card.</p> |   |

\* Valid until the end of the relationship with the University of Navarra and other institutions or entities on the University of Navarra Pamplona Campus.

\*\* A photocopy of the document must be included.

\*\*\* Signing this form implies acceptance of policy use detailed at: <http://www.unav.es/Sl/policy/policorreo.html>.

\*\*\*\* Signing this document implies acceptance of the BASIC CONDITIONS OF USE OF THE "RESTRICTED PARKING AREAS" on the back of this document.

The information collected here will be kept on file for internal use for security reasons. The owners are informed and give consent to the University of Navarra, as holder of the file, to transfer data for the above mentioned purposes only to entities participating in the activities, development and purpose of the University of Navarra, such as the Friends' of the University of Navarra, Inc., University Business Foundation and the University Foundation of Navarra. Authorized persons may exercise rights of access, rectification, cancellation and opposition as regulated by the LO 15/1999, at the address given in this paper.



**BASIC CONDITIONS OF USE OF THE "RESTRICTED PARKING AREAS" of the University of Navarra, Pamplona Campus.**

1. The "Restricted Parking Areas" on the University of Navarra campus are designated parking areas with controlled access for security reasons.
2. Users of restricted parking areas are: faculty, staff, students and authorized people of the University of Navarra. To access these areas in a vehicle a user must have previously registered the car in the Security Service of the Campus. Registration will be effective while the user does not lose that status. If the user stops using the car, gives it away or loses the authorization for its use on behalf of the vehicle-holder the user must cancel this registration. The Security Service of the Campus reserves the right to cancel the registration of any vehicle, the user to that effect.
3. The University of Navarra does not acquire any responsibility for vehicles parked in these areas. The use of parking areas by users does not involve additional legal relations with the University of Navarra.
4. Users exempt the University of Navarra of responsibility in any altercation, accident or damage that the vehicle or its occupants may experience in these areas and will be personally responsible if they cause them to other users or their vehicles by driving, parking or, in general, the use of such areas.
5. Users of the parking areas at the University of Navarra are obliged to drive and generally to act in such areas in accordance with the standard traffic rules, the uses and customs legitimately permitted, and in such a way that the smooth flow of traffic and maximum use of such areas may be ensured.
6. In particular, users undertake the following procedure of use:
  - a. To observe the vertical and horizontal traffic signals in place those areas.
  - b. To observe the areas where parking is prohibited.
  - c. To observe parking areas reserved specifically for people who suffer from a disability or motor difficulty.
  - d. To observe the rules of use of such areas issued by the University of Navarra.
  - e. To observe and obey orders and instructions provided by the Security Services staff on the campus.
  - f. Not to leave parked the vehicle, in the parkings, out of the labour schedule, without authorization or reason of major force.

To break these procedure of use of the parkings bears a few sanctions gathered in the web page of the Security Service

[http:// www.unav.edu/web/orden-y-seguridad/aparcamientos](http://www.unav.edu/web/orden-y-seguridad/aparcamientos)

7. Users of the parking areas at the University of Navarra do not acquire any ownership or rights to the parking space they occupy.
8. The user expressly authorizes the University of Navarra to move and take away his vehicle if any obligations are broken and, especially when the vehicle is parked in an unauthorized place or disrupts or obstructs traffic. In these cases, both the cost of the removal of the vehicle and, where applicable, the amount of its deposit, is to be paid by the user.
9. The Access Control System to the parking areas is done by checking the license plates of vehicles, university access card and sometimes by taking a photograph of the driver.
10. The user agrees to the processing of such personal data in order to control access to the parking areas at the University of Navarra, and on order to do so, the user expressly agrees that his personal data will be incorporated into the "CONTROL ACCESS "and / or" VIDEO SURVEILLANCE " files, both owned by the University of Navarra, duly notified to the Spanish Agency for Data Protection. Authorized persons may exercise their access rights, rectification, cancellation and opposition as regulated by Law 15/1999 on the Protection of Personal Data by sending an email to the following address: [seguridados@unav.es](mailto:seguridados@unav.es). The details of operation practices with regard to the parking areas are available on the Order and Security Service website.
11. The user states that he has the express permission of the owner of the vehicle to use the parking areas of University of Navarra.

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| <p>Applicant's signature ****:</p><br><br><br><br><br><br><br><br><br><br><p>Exceptionally, if the Petitioner cannot sign the card before the date of discharge, it will be able to sign it in the moment of delivery of the University Card.</p> | <p><b>NOTE:</b></p> <p>For any questions or queries, please send an e-mail to the following address:<br/><a href="mailto:ordseq@unav.es">ordseq@unav.es</a></p> |
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