**PERSONAL DATA COMMUNICATION/MODIFICATION FORM**

(*Put a cross when appropriate*)

|  |  |
| --- | --- |
| **(1)** 1. COMMUNICATION NEW PCUV PERSONAL (*Without prior request CARD*) | (*On request PCUV card*) |
| 2. EXISTING PERSONAL DATA MODIFICATION COMMUNICATION |  |
| 3. EXISTING STAFF REDUNDANCIES COMMUNICATION |  |

**PERSONAL DATA**

INSTITUTE / CENTRE / ERI Elija un elemento

|  |  |
| --- | --- |
| NAME (Surnames, name) |  |
| \* DNI / NIF / Passport |  |

STAFF TYPE Choose an element.

1. Associated to the UV
2. **(2)**  Non associated to the UV Choose an element.

**CONTACT DATA**

Building Choose an element.

|  |  |
| --- | --- |
| OFFICE |  |
| Extension |  |
| Mobile |  |
| E-mail |  |

**CARD DATA** (if applicable)

CARD TYPE Choose an element.

|  |  |
| --- | --- |
| NUMBER (*non-customised cards, 4 digits*) |  |
| EXPIRATION(*non-customised cards, month/year)* |  |

**EXTRA AUTHORISATIONS** (*as well as the automatic permits for the access to universal doors, doors for the Institute’s staff itself, within working hours*)

|  |  |
| --- | --- |
| PARKING ENTRANCE (up to 2 car numbers) |  |
| ENTRANCE TO FACILITIES |  |

|  |  |
| --- | --- |
| Saturday morning access through card, Institute’s doors |  |
| Access 24 h facilities, for control the sign of a security guard is needed |  |

Users The Support Unit Administrator of the Institutes Approval Dr Institute/ERI/Centre

**Information notes-**

1. *In case of temporary PCUV card request, users engage to give it back to the staff of the Administration or Concierge’s office, together with the ribbon and card visor, when finishing their stay.*
2. *In case of new UV non-associated staff and without external public call* ***(Option 4)*** *that regulates their stay, to this application should be attached a written from the Director of the Institute/Centre authorising it (prior verification of the existence of an accident and civil responsibility insurance that cover it), in accordance to the established in the* ***Instruction of Performance Management 5/2016***