



Titolo documento

**CLINICAL DOCUMENTATION REQUEST FORM**

Cod. identificativo

**MD01\_29**

DATA: 14/02/2024

**Pagina 1 di 3**

# Clinical documentation request form

In accordance with Legislative Decree 196/2003 and subsequent amendments

The undersigned \_\_\_\_\_  
born \_\_\_\_\_ Prov. \_\_\_\_\_ the \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
resident in \_\_\_\_\_ Prov. \_\_\_\_\_, in  
road \_\_\_\_\_, Tax code \_\_\_\_\_

as:

 Guest

Or:

 Legal heir (specify the degree of kinship) \_\_\_\_\_ Heir testamentary <sup>(1)</sup> Support administrator Guardian Estate Trustee

of the Holder of the clinical documentation:

Surname and first name \_\_\_\_\_

born \_\_\_\_\_ Prov. \_\_\_\_\_, the \_\_\_\_/\_\_\_\_/\_\_\_\_\_,

resident in \_\_\_\_\_ Prov. \_\_\_\_\_, in

road \_\_\_\_\_, Tax code \_\_\_\_\_

**REQUESTS A COPY OF THE FOLLOWING DOCUMENTATION:**

Copy of the medical record relating to the following period:

- from the date \_\_\_\_\_ on the date \_\_\_\_\_

SPECIFICATION OF REQUIRED DOCUMENTATION \_\_\_\_\_

**HOW TO COLLECT DOCUMENTATION**

- personally at the reception
- delegated person
- by certified or ordinary e-mail: \_\_\_\_\_
- postal delivery to the address(at the expense of the recipient): \_\_\_\_\_

**IN CASE OF DELEGATION TO COLLECT**

The undersigned \_\_\_\_\_ delegation to collect the required documentation, Mrs./Ms.

Surname and first name \_\_\_\_\_ born \_\_\_\_\_, il \_\_\_\_/\_\_\_\_/\_\_\_\_\_,

Data \_\_\_\_\_

Signature of the applicant \_\_\_\_\_



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**Pagina 2 di 3****PART RESERVED FO THE FOUNDATION**

To the Administrative  
Offices

Received from \_\_\_\_\_ in data \_\_\_\_/\_\_\_\_/\_\_\_\_

No. of copies made: \_\_\_\_\_

Operator's signature \_\_\_\_\_

**Information on the processing of personal data pursuant to art. 13 of Regulation (EU) 2016/679 (GDPR)**

The Opera Pia Mastai Ferretti Foundation, as Data Controller, informs you that the processing of the data provided with this form, or in any case acquired for this purpose, is carried out for the processing of your request.

The legal basis on which this processing is based is to be found in the fulfilment of a legal obligation to which the Data Controller is subject (art. 6, parag. 1, lett. c of the GDPR) and the processing itself will be carried out in compliance with the principles of relevance and non-excessiveness also with the use of computerized procedures, guaranteeing the confidentiality and security of the data.

The processing will be carried out by employees and collaborators, including external ones, of the Data Controller as well as by subjects who provide services connected or instrumental to the purposes described above (e.g. technical services, ...). It is understood that these subjects will act as authorized/external data processors.

The personal data provided will be kept for the time strictly necessary for the investigation of the specific procedure and for the additional time necessary to ensure compliance with legal obligations. In addition, the preservation may continue in the event of judicial litigation and for the entire duration of the same.

Finally, the same data may be communicated to other public and/or private entities only by virtue of a provision of law or regulation that allows it.

Under no circumstances will the data be disseminated and/or transferred to third countries.

The provision of personal data, necessary for the pursuit of the above purposes, is free, however it is a requirement for the conclusion of the process of processing the request.

The processing of personal data will be carried out in compliance with the provisions of EU Regulation no. 2016/679, using computerized and manual methods, in order to guarantee the confidentiality and security of the same. To this end, specific technical and organisational security measures have been implemented and are constantly being applied to prevent the loss of data, to combat possible illicit or incorrect use and to avoid any unauthorised access by third parties.

No automated decision-making is adopted.

The interested parties are guaranteed the exercise of the rights recognized by art. 15 to 21 of the GDPR, including the right to ask the Data Controller for access, rectification or deletion of the aforementioned data, the limitation of the processing of the same as well as the right to object to the processing, by addressing the request to the Data Controller or to your DPO who can be contacted at the following addresses: tel. 071/7918810; e-mail: [segreteria@operapiamastai.it](mailto:segreteria@operapiamastai.it); certified e-mail: [mastaiferretti@pec.it](mailto:mastaiferretti@pec.it).



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**Pagina 3 di 3**

If they believe that the processing of their data has been carried out in violation of the provisions of the GDPR and the national legislation in force, the data subjects may lodge a complaint with the Guarantor for the protection of personal data, as far as it is within the competence of this Authority