|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CREATION DE PERSONNEL EXTERNE - SINAPS | | | | | | | | | | | | | |
| *CREATION OF EXTERNAL STAFF*  *Retour du formulaire à (Return the form to)* [*patricia.casanova@univ-tln.fr*](mailto:patricia.casanova@univ-tln.fr) | | | | | | | | | | | | | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **MERCI DE TOUT INSCRIRE EN FORMAT WORD et en MAJUSCULES**  **(Hormis pour l'écriture de votre mail)**  **PLEASE WRITE EVERYTHING IN WORD FORMAT AND IN UPPERCASE**  **(Except when writing your mail)** | | | | | | | | | | | | | |
|  |  |  |  |  | |  | |  | |  | |  | |
| Les champs en jaune sont obligatoires (Fields in yellow are mandatory) | | |  |  | |  | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **CIVILITE**  **TITLE** |  | M.  MR |  |  | | MME  MRS | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **NOM D'USAGE (ou d'épouse)**  **LAST NAME OF USE (or spouse)** |  | | | | | | | | | | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **NOM DE NAISSANCE**  **MAIDEN NAME** |  | | | | | | | | | | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **PRENOM**  **FIRST NAME** |  | | | | | | | | | | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **DATE DE NAISSANCE (afin d’éviter les homonymes)**  **DATE OF BIRTH (to avoid homonyms)** |  | | | | | | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **MAIL DE CONTACT**  **CONTACT EMAIL** |  | | | | | | | | | | | | |
|  |  |  |  |  | |  | |  | |  | |  | |
| ADRESSE PROFESSIONNELLE OU PERSONNELLE  (A compléter au choix)  BUSINESS OR HOME ADDRESS (Choose one to be completed) | | | | | | | | | | | | | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **ADRESSE PROFESSIONNELLE - BUSINESS ADDRESS** |
|  |  |  |  |  | |  | |  | |  | |  | |
| **Etage - Floor** |  |  |  |  | |  | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **Bâtiment - Building** |  | | |  | |  | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **N° de voie - Street No.** |  |  |  |  | |  | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **BIS, TER** |  |  |  |  | |  | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **Type de voie (Avenue, rue, …)**  **Type of street (Avenue, Street, …)** |  | | |  | |  | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **Nom de la voie - Name of the street** |  | | | | | | | | | | |  | |  | | | |  | | | |  | | | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **Complément d'adresse - Address line 2** |  | | | | | | | | | | | | |  | |  | | | |  | | | |  | | | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **Code postal - Postal code** |  | |  |  | |  | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **Ville - City** |  | | | | |  | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **Pays - Country** |  | | | | |  | |  | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |
| **ADRESSE PERSONNELLE - HOME ADDRESS** |
|  |  |  |  |  |  | |  | |  | |  | |
| **Etage - Floor** |  |  |  |  |  | |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |  | |
| **Bâtiment - Building** |  | | |  |  | |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |  | |
| **N° de voie - Street No.** |  |  |  |  |  | |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |  | |
| **BIS, TER** |  |  |  |  |  | |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |  | |
| **Type de voie (Avenue, rue, …)**  **Type of street (Avenue, Street, …)** |  | | |  |  | |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |  | |
| **Nom de la voie - Name of the street** |  | | | | | | | | | |  | |  | | | |  | | | |  | | | |
|  |  |  |  |  |  | |  | |  | |  | |
| **Complément d'adresse - Address line 2** |  | | | | | | | | | | | |  | |  | | | |  | | | |  | | | |
|  |  |  |  |  |  | |  | |  | |  | |
| **Code postal - Postal code** |  | |  |  |  | |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |  | |
| **Ville – City** |  | | | |  | |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |  | |
| **Pays - Country** |  | | | |  | |  | |  | |  | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NOM DE LA STRUCTURE PROFESSIONNELLE PRINCIPALE (Université, Entreprise, Etablissement…)**  **NAME OF THE MAIN PROFESSIONAL ENTITY (University, company, institution, etc.)** |  | | | | | | |  | |
|  |  | | | | | | |  | |
| **Profession (Chef d’entreprise, enseignant…)**  **Position (Head of company, teacher…)** |  | | | | | | |  | |
|  |  |  |  |  |  |  |  | |  | |
| **Nom du laboratoire (s’il y en a un)**  **Laboratory name (if any)** |  | | | | | | |  | |
|  |  |  |  |  |  |  |  | |  | |
| **Pays - Country** |  | | | |  |  |  | |  | |
|  |  |  |  |  |  |  |  | |  | |
| **Corps (PR, MCF-HDR, MCF, Ingénieur, Directeur de Recherche, Chargé de Recherche….)**  **Corps (PR, Lecturer with Accreditation to supervise research, Lecturer, Engineer, Research Director, Research Officer….)** |  | | | |  |  |  | |  | |
|  |  |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  |  | |  | |
| **Signature du personnel externe qui s'engage à ce que les informations données soient exactes et à jour**  **Signature of external staff who pledges that the information given is accurate and up-to-date**  ***(Si vous ne pouvez pas apposer votre signature électronique, merci d’écrire «signé» et vos nom et prénom)***  ***(If you cannot sign your electronic signature, please write "signed" and your first and last name)*** |  | | | | | | | | |

--------------------------------------------------

*Traitement des données à caractère personnel*

*Conformément au règlement général européen sur la protection des données (RGPD), je vous informe que vos données à caractère personnel font l'objet d'un traitement informatique mis en œuvre par le Président de l'Université de Toulon, pour l'exécution d'une mission d'intérêt public au sens des dispositions du RGPDVos données sont collectées dans le but de l'organisation administrative des jurys de thèse et l'édition des formulaires et attestations relatifs aux soutenances des thèses auxquelles vous avez accepté de participer en tant que membre du jury.Les informations recueillies sont conservées pour une durée de 5 ans.Les destinataires de ces données sont le Président de l'UTLN, les personnes habilitées par le Président, la Direction de la recherche et des Projets (DIREP) et* l*a Direction des Études et de la Vie Étudiante (DEVE).*

*Les informations personnelles seront exploitées en interne au sein de l’Université de Toulon et ne seront en aucun cas communiquées en dehors de notre établissement.*

Vous pouvez accéder aux données vous concernant et exercer les droits que vous tenez des articles 15 à 22 du RGPD en vous adressant à la DIREP de l’université de Toulon ou au Délégué à la Protection des Données de l'UTLN, à l'adresse mail suivante : dpd@univ-tln.fr.

Si vous estimez, après nous avoir contactés, que vos droits ne sont pas respectés ou que ce dispositif n'est pas conforme aux règles de protection des données, vous pouvez adresser une réclamation auprès de la Commission nationale de l'informatique et des libertés (CNIL).

*Personal data processing*

*In accordance with the General European Data Protection Regulation (RGPD), I should like to inform you that your personal data is being processed by the President of the University of Toulon, for the execution of a mission of public interest within the meaning of the provisions of the RGPD. Your data are collected for the purpose of the administrative organization of thesis committees and the edition of forms and certificates relating to the theses defenses to which you have agreed to participate as a member of the jury. The information is collected and kept for a duration of 5 years. The recipients of these data are the President of UTLN, the persons authorized by the President, the Research and Projects management (DIREP) and* the *management of Studies and Student Life (DEVE).*

*Personal information will be used internally within the University of Toulon and will not be communicated outside our institution.*

You can access your data and exercise your rights under articles 15 to 22 of the RGPD by contacting the DIREP of the University of Toulon or the UTLN Data Protection Officer at the following email address: dpd@univ-tln.fr.

If you believe, after contacting us, that your rights are not respected or that this device does not comply with the data protection rules, you may file a complaint to the National Commission of Information Technology and Freedoms (CNIL).