

CENTRE FOR INTERDISCIPLINARY RESEARCH ON JUSTICE

EQUIPMENT REQUISITION FORM

In order to ensure a proper record of equipment delivery, users need to fill in the following information, which is essential to guarantee the correct management and traceability of the equipment provided.

Name: _____

Age: _____

Gender: ☐ Male ☐ Female ☐ Other ☐ Prefer not to say

Nationality: ☐ Portuguese ☐ Other (specify) _____

Identification document number (ID card; passport; other) _____

Address: _____

Host institution: _____

Telephone contact: _____

Email: _____

Date(s) of Equipment pick-up: _____

Place of Equipment pick-up: _____

Requested Equipment:

No	Equipment Description	Quantity	Equipment Number	Observations
1				
2				
3				

RESPONSIBILITY FOR Loan AND USE FORM

I hereby declare that I have received the above-listed equipment in perfect working condition and accept full responsibility for its proper use, ensuring its preservation and returning it within the stipulated timeframe.

I also commit to immediately notifying CIJ of any damage, loss, or maintenance requirements.

Signature of the Loaner

RETURN FORM

I hereby declare that the above-listed equipment has been returned by the user to CIJ.

Return Location: _____

Return Date(s): _____

Equipment condition: _____

Signature of the person responsible for the return

Signature of the Requester

Collection and Processing of Personal Data

By signing this document, you are providing your consent, pursuant to Article 6(1)(a) of the GDPR, for the use of your personal data exclusively for the purposes described above, with no transfer of such data to third parties. You may, at any time, request to exercise your rights of access, rectification, erasure, or restriction of processing by sending a request to (cij@direito.up.pt). If you believe that your data is not being processed lawfully, you have the right to file a complaint with the National Data Protection Commission (<https://www.cnpd.pt/>). Any questions related to the processing of your data may also be addressed to the Data Protection Officer of U.Porto (dpo@reit.up.pt).

We also inform you that only your sociodemographic data – specifically age, gender, employer, nationality, and municipality of residence – will be used for statistical analysis within the scope of the service provided, enabling the recording and evaluation of the work carried out. These data will be used solely for statistical purposes related to the service.

It is important to emphasize that, by using only sociodemographic data, we ensure that it is not possible to individually identify the data subject, thus safeguarding anonymity, ensuring privacy, and protecting personal data, in accordance with the provisions of Article 4(1) of the GDPR. Additionally, data processing for statistical purposes is governed by Article 89 of the GDPR.

DECLARATION OF CONSENT

I hereby declare that I have been properly informed about the collection and use of my personal data for the purposes indicated, and I freely, knowingly, and unequivocally provide my consent.

Signature of the Data Subject: _____

Date: _____