**Form – access to premises in ANA Futura**Access for employees, affiliated/guests/students staying 90 days or longer.

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| The applicant is: | | | | | |
|  | Employed |  | Affiliated |  | Student |
|  | External | Specify company/organisation: | | | |

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| --- | --- | --- | --- |
| Personal data: | | | |
| Name: | Write here. | Date of birth: | YYDDM |

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| **Validity:** | | | |
| Fr.o.m: | Click and add a date. | | |
| To: | Click and add a date. |  | Until further notice |

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| Organisation | |
| Responsible Department for applicant within ANA Futura: | Click here. |
| Responsible division/unit for applicant within ANA Futura: | Write here. |
| Responsible line manager in ANA Futura: | Write here. |

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| KI Card & access | |
| Number on access card: | See the back of the card, 13 digits. |
| Reason for access: | Choose in the list. |
| If other, specify: | Write here. |

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| **Access:** *All KI cards are coded with a basic access to the outer barrier in ANA Futura, floors 6-9, meeting rooms, lunchroom and speed gates, dressing room on floor 5 etc. For all other access, please state below.* | | |
|  | ANA Futura lab | (Access to departmental general labs, on floor 7-8, the freezer facility, glass storage etc) |
|  | \*Access to room/s: | Write room number here. |

**\***) **NOTE!** If access is required to more than one room with different approvers, all approvers must sign. [See appointed approvers here](https://medarbetare.ki.se/media/146025/download).

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| **This form is signed digitally.**   * Line manager/approver is responsible for the [mandatory safety requirements](https://staff.ki.se/access-cards-and-permissions-to-ana-futuras-premises-for-employees-and-temporary-visitors) being performed by the applicant. * When the form is complete, save it as a **pdf**. * Send the form (as **pdf**)to appointed approver/s for the room/s requested, who will sign digitally via [EduSign](https://edusign.sunet.se/open/login). * The digital signature is located on the last page in this document |

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| When applying for access, the applicant agrees that his/her personal data may be processed in accordance with the GDPR. |

**Information about how your personal data is processed**

Your personal information (name and date of birth) is processed only for administering permissions to premises in ANA Futura. The information is stored by Karolinska Institutet (KI) / service team ANA Futura during the validity period for which your authorization applies, after which it is deleted. KI is responsible for the processing of your personal data.

The processing of your personal data is done in accordance with current data protection regulations (GDPR, 2016/679), which means that you have the right to know on request what information about you is processed, where the data was obtained from and to whom it may have been disclosed. An extract showing this can be obtained free of charge once a year after a written handwritten request has been made to (service team ANA Futura). Should any information be incorrect, you have the right to have the information corrected, blocked or deleted.

If you have questions regarding the processing of your personal data, you can contact serviceteam.anafutura@ki.se or KI's data protection representative (dataskyddsombud@ki.se). If you want to make any complaints about the processing, you can contact the Privacy Protection Authority (imy@imy.se), which is the supervisory authority regarding personal data processing.