



P. IVA 11744550150 – C.C.I.A.A. 148999
Viale Monte Nero 80 – 20135 Milano – Italia
www.passepartout-italia.it
E- mail: info@passepartout-italia.it - Tel / Fax 02 55183708

Modulo d'iscrizione Application form

2023 - 2024
2023 - 2024

nome
name

cognome
surname

data di nascita
date of birth

paese e città di nascita
country and city of birth

cittadinanza
citizenship

F ☐ M ☐

indirizzo di domicilio
domicile address

indirizzo in Italia
address in Italy (if any)

indirizzo e-mail
e-mail address

numero di telefono
telephone number

codice fiscale (if any)

livello iniziale di Italiano start level of Italian

- ☐ A1 (principiante - beginner)
☐ A2 (elementare - elementary)
☐ B1 (intermedio 1 - intermediate 1)
☐ B2 (intermedio 2 - intermediate 2)
☐ C1 (avanzato 1 - advanced 1)
☐ C2 (avanzato 2 - advanced 2)

Corso di Italiano Italian course

- ☐ Annuale - One year course*
☐ Semestrale - Semester course*
☐ Semestrale 15H - Semester 15H*
☐ 11 settimane - 11 weeks*
☐ Intensivo 80 - Intensive 80*
☐ Intensivo 60 - Intensive 60*
☐ Intensivo 30 - Intensive 30*
☐ Serale - Evening*
☐ Bisettimanale - Twice per week**
☐ Estivo - Summer course*
☐ Individuale - One to one**

data di inizio corso
course start date

data di fine corso
course end date

- ☐ in presenza - In presence
☐ A distanza - Online

* The schedule of group courses cannot be modified. Students' absences, not due to school, won't be replaced with extra classes.

** One to one classes canceled by students at least 24 hours in advance won't be charged.

data - date

firma - signature



I hereby consent and authorize PASSEPARTOUT SCHOOL to use group photos or videos of me with others students for the purpose of school websites, educational and promotional materials on Facebook and Instagram, and paper brochures.

data - date

firma - signature

Formula for acquiring consent to the processing of personal data (of data subjects over the age of majority) in accordance with EU Regulation No.679/2016 (and subsequent legislative adaptation provisions Legislative Decree 101/2018) (GDPR).

I/We, the undersigned (name, surname)

living in (street) _____, city _____, (country) _____ .

born on _____, in (city) _____, (country) _____

as the interested party declares that he/she has received the information referred to in the Passepartout S.n.c. data protection notice and that he/she is also fully informed regarding the methods and purposes of the processing of his/her personal data as well as in relation to the rights recognized and the principles referred to in the GDPR regulations Reg. EU 679/2016 and subsequent amendments to D.Lgs 196/2003 made by D.Lgs 101/2018, having to You in relation to the intercurrent relationships, process the data of the undersigned:

EXPRESSES CONSENT

☐

For all treatment operations that would be needed.

I/We hereby expressly declare that this consent is specific for the purposes set forth in this notice, fully informed, unconditional, unequivocal and free from any constraint on my/our will. (Consent is free but failure to provide it will result in the inability to provide the service)

EXPRESSES CONSENT

☐

DENIES CONSENT

☐

to the processing of their personal data for all processing operations related to the purposes of promotion and commercial information that may be necessary.

EXPRESSES CONSENT

☐

DENIES CONSENT

☐

to the preservation and recording of school certificates, certificates of participation in training courses and any document pertaining to the educational excursus of the enrolled student. Regarding this purpose of processing, the institution informs that in the absence of express consent to the preservation of certificates and certificates, the aforementioned documents will be deleted within 5 years of collection

signature of the person entitled.....



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Information on the protection of personal data updated to the New EU Regulation No. 679/2016 (GDPR) (and subsequent provisions of legislative adaptation to the Italian Law 196/2003 as per Legislative Decree 101/2018)

The Data Controller is PASSEPARTOUT S.n.c, Viale Monte Nero, 80, 20135 Milan, P. Iva 11744550150

Subject of treatment

The Holder treats:

-personal, identifying data (e.g., first name, last name, company name, address, telephone, e-mail, bank and payment references) hereafter, "personal data."

the data controller does not process special data.

Purpose of processing

Your personal data are processed:

Pursuant to Art 6(b), (e) GDPR), *EU Regulation No.679/2016 (and subsequent legislative adaptation provisions Legislative Decree 101/2018) (GDPR)* for the following Service Purposes:

A)-conclude contracts for Holder's services:

-fulfill pre-contractual, contractual and tax obligations arising from existing relationships with you in particular;

-for carrying out the teaching activity aimed at the activities of: training courses, webinars, E-learning, remedial school years, training certifications in computer science and foreign languages;

for the conduct of teaching activities aimed at distance professional linguistic training and for the completion thereof, and for the conduct of lectures and meetings for teaching purposes performed by telematic tools and video communications (use of telematic platforms prodromal to online video conferences ,

For carrying out the activity aimed at publishing and publishing for educational purposes and all activities related thereto

For entry into master records in corporate computer databases;

For issuing, invoices and credit notes;

To issue quotes and quotations to active and/or potential customers;

For ordinary bookkeeping and VAT;

For managing collections and payments;

The legal basis is the contract;

B)-fulfilling obligations under the law, a regulation, EU legislation, or an order of the Authority (such as in the area of anti-money laundering); **the legal basis is the legal obligation;**

C)-exercising the rights of the Holder, for example, the right to defense in court; the legal basis is the exercise of defense in court;

D)-With your specific, written, unequivocal and unconditional consent, inform and commercially promote the services of the entity that owns the processing; **the legal basis for processing is consent.**

F) to carry out the registration and preservation of school certificates, certificates of participation in training courses and any document pertaining to the educational excursus of the enrolled student. Regarding this purpose of processing, the institution informs that in the absence of express consent to the preservation of certificates and attestations, the aforementioned documents will be cancelled within a period of 5 years after collection, **the legal basis being consent.**

Nature of data provision and consequences of refusal to respond

We inform you that, taking into account the purposes of the processing referred to in points A), B), C) as illustrated above, the provision of the data necessary for the purposes is free but their failure, partial or incorrect provision may have, as a consequence, the impossibility of carrying out the activity and pre-contractual and contractual fulfillments as provided by the contract of sale and / or supply of products and services. Where the person giving the data is under 13 years of age, such processing is lawful only if and to the extent that, such consent is given or authorized by the holder of parental responsibility for whom the identification data and copies of identification documents are acquired.

Mode of treatment

The processing of your personal data is carried out by means of the following operations: collection, recording, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, deletion and destruction of data.

The processing will be carried out either by manual and/or computerized and telematic means with logics of organization and processing strictly related to the purposes themselves and in any case in such a way as to guarantee the security, integrity and confidentiality of the data themselves in compliance with the organizational, physical and logical measures provided for in Articles 24 and 25 and 32 of the GDPR.

Access to data by employees in charge of data processing Your data may be made accessible for the exclusive purposes set forth in Article 2.A) and 2.B) of this policy: -to employees and collaborators of the Data Controller, the auxiliaries and third persons employed companies and companies in supply and outsourcing relationship with the Data Controller in their capacity as persons authorized to process and/or internal data processors and/or system administrators;-to third party companies or other persons performing outsourced activities on behalf of the Data Controller, in their capacity as external data processors.

Method of data collection: data are collected from the data subject directly or through communications from the client institution.

Disclosure of data

Without the need for your express consent (ex art. 24 lett. a), b), d) Privacy Code and art. 6 lett. b) and c) *EU Regulation n.679/2016 (and subsequent provisions of legislative adaptation D.Lgs 101/2018) (GDPR)*, the Data Controller may communicate your data for the purposes referred to in art. 2.A) to Supervisory Bodies, Judicial Authorities, insurance companies for the provision of insurance services, as well as to those subjects to whom the communication is mandatory by law for the fulfillment of the said purposes. These subjects will process the data in their capacity as autonomous data controllers. Your data will not be disseminated.

Data Retention and Transfer

Personal data are stored on servers located in Italy, within the European Union and in full compliance with the provisions and requirements necessary for the security and proper location of data storage units (Data centers).

The aforementioned location and storage methods of the data centers may be disclosed only to the data subject whose data is being processed and to the Supervisory Authorities for reasons of national security, public safety, defense in court, for the prevention, detection and prosecution of crimes, for the protection of the interests and freedoms of others, for the execution of civil actions and for relevant objectives of public and economic interest. It is *considered that the Data Controller will process personal data for as long as necessary to fulfill the above purposes and in any case for no longer than 5 years after the termination of the relationship for the Purposes of Billing Service and Corporate Accounting and no longer than the term of 10 years for the purposes related to the exercise of rights;*

Transfer of Data to Third Countries and International Organizations It should be noted that the Data Controller does **not carry out** data processing involving the transfer of personal data and special data to Third Countries or International Organizations.

Rights of the data subject

In your capacity as a user of our services and recipient of our products you are entitled to the following rights: -Right to access your data, obtain confirmation of the existence or non-existence of personal data concerning you, even if not yet registered, and their communication in an intelligible form; -Obtain indication:

a) the origin of the personal data; b) the purposes and methods of processing; c) the logic applied in the case of processing carried out with the aid of electronic instruments; d) the identification details of the data controller, data processors and the data controller's representative and the persons authorized to process the data; e) the subjects or categories of subjects to whom the personal data may be communicated or who may become aware of them in their capacity as designated representative in the territory of the State, data processors or persons authorized to process the data; (Art. 15 GDPR).

-Right to update, rectify or, when interested, **supplement data**; (Art. 16 GDPR).

-Right to erasure, transformation into anonymous form or blocking of data processed in violation of the law, including data whose retention is not necessary in relation to the purposes for which the data were collected or subsequently processed ; (art. 17 GDPR).

-Right to request the restriction of use of data for the sole reasons of public interest and for the establishment or defense of a right, in cases where the data subject disputes the accuracy of the data and processing, in the case of exercising the right to object to processing under Article **21 GDPR**, and in the other cases provided for in Article 18 GDPR; (Article 18 GDPR).



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-Right to receive the personal data provided to the Data Controller in a structural format or on a commonly used, intelligible and accessible computer medium for any operating system (USB or duly encrypted ZIP file), and to **move without constraints, the complexes of information and data concerning you** from the present controller to another controller chosen by you in accordance with your purposes and in full compliance with the principles of transparency, lawfulness and proportionality of processing. This **right to data portability is without prejudice to other rights;** (Art. 20 GDPR).

-Right to object, in whole or in part:

a) for legitimate reasons to the processing of personal data concerning you, even if relevant to the purpose of collection;b) to the processing of personal data concerning you for any other purpose not relevant to the processing; (Art. 21 GDPR).

-Right to withdraw consent where provided and at any time. Revocation of consent does not affect the lawfulness of the processing based on the consent given before revocation;

-Right to file a complaint with the supervisory authority

Automated processing:

Please note that the data controller does not perform self-amortized data processing.

Ways of exercising rights

You may exercise your rights at any time by sending a request by email to info@passepartout-italia.it and you may also exercise your rights by contacting the Privacy Guarantor, with Headquarters in Piazza Venezia n. 11 - 00187 Rome, Telephone switchboard: (+39) 06.696771,Fax: (+39) 06.69677.3785. For general information you can send an e-mail to: protocollo@gdpd.it, protocollo@pec.gdpd.it