

AZACADEMY - DATA COLLECTION FORM

Please fill out the form below. Fields are interactive for digital input.

Personal Information

First Name (as results in your passport):

Last Name (as results in your passport):

Date of Birth:

Country of Birth:

Citizenship (specify if dual):

Gender (Select one): F M Not Specified

Residence Address:

Education

Highest Level of Education Achieved:

School Name:

Location:

Country:

Graduation Date:

Visa Information

Do you have a valid Visa? (Select one): YES NO

Type of Visa:

Country:

Residence Permit

Do you have a residence permit? (Select one): YES NO

For which purpose:

For which country?

Contacts

Email Address:

Mobile Phone Nr (including country and area code):

IMPORTANT INFORMATION

The following form can be filled out digitally but must then be printed, signed on the final page, and sent back as a scanned copy, along with a scanned copy of an ID document and the required application materials: Portfolio, Business & Brand Proposal, Personal Statement, and Video Presentation.

ACCADEMIA DI COSTUME E DI MODA S.R.L.

PRIVACY POLICY

Under the terms and for the purposes of the privacy notice - art. 13 General Data Protection Regulation UE 679/16 (GDPR) related to the protection of natural people with regard to the processing of personal data and the laws in matter of personal data protection we would like to provide you with some information on how we will process your personal data and the measures we will employ to protect your privacy.

DATA CONTROLLER

The Data Controller is: ACCADEMIA DI COSTUME E DI MODA S.r.l. (P.IVA 12001361000), acting as legal representative pro tempore, with registered office in Rome, Via della Rondinella n. 2 - Pec: accademiacostumeemoda@pec.it.

WHICH PERSONAL DATA WE WILL PROCESS

The personal data normally used by Accademia di Costume e di Moda S.r.l. are:

- personal identifiers and contacts (such as name, surname, home address, email address and your preferences in our courses) and any other information relating to you which you may provide;
- “particular” data (able to reveal racial or ethnic origins, religious orientation, genetic data also related to health and disability conditions) are requested by Accademia where necessary for the correct management of the everyday relationship with the student. The Accademia, will treat these data only if communicated by the person involved and only on his/her expressed legitimate approval.

PURPOSES OF PROCESSING AND LEGAL BASIS

The storage and the processing of the personal data is made for the following purposes:

- a. to verify the existence of the requirements for the participation to the scholarship regulation; the possible assessment for the admission and the subsequent enrollment and attendance to the courses; the actuation of the necessary activities to complete the enrollment process of the user in case of succeeding the assessment and the access to the course;
- b. the administrative management of agreements and payments, invoicing and the fulfillment of the legal obligations in terms of accounting and fiscal rules;
- c. the management of the possible dispute and protection of the rights of Accademia;
- d. the didactic and educational activity, didactic office services included (such as sending public service communications about the courses) and the management/organization of the course, attendance record (also computerized), the issuance of attendance certificates, periodic evaluations and final examinations, the possible participation to events and shows organized by Accademia or by external partners as well as the fulfillment of the obligations related to the preservation of the relationships with the public authorities in charge;

- e. the participation to potential activities and educational initiatives connected to the courses (e.g: stage/ internships);
- f. promotional and advertising activity of Accademia, upon expressed agreement;
- g. management of images, upon expressed agreement on their use, for the insertion, reproduction and/or publication of pictures of the student on the brochures, on the website, institutional social network profiles of Accademia and on all the remaining advertising and promotional material of Accademia.

In particular, Accademia will process your data:

- upon your agreement;
- because it is necessary for the contractual conditions stated above (e.g: enrollment and execution of the contractual relation);
- because it is necessary to respect the legal obligations we need to observe (e.g. accounting, informative , etc.);
- because processing the data is necessary to pursue a legitimate interest (e.g. ministerial controls, the use of means of video surveillance in order to preserve the company assets, fraud prevention, etc.).

HOW WE COLLECT YOUR PERSONAL INFORMATION

The data processing for the purposes stated above is operated with automatic and non-automatic modalities, on electronic support, on paper support, in the observance of the rules of privacy and safety provided by the law, by the subsequent regulations and by internal dispositions.

It is not compulsory to provide any kind of personal and particular data, even though the missed communication of the student data will imply the impossibility to complete the enrollment to Accademia and so to establish any kind of didactic, educational and/ or cultural relationship.

WITH WHOM WE SHARE YOUR PERSONAL DATA

Apart from the communication which are part of the fulfillment of the legal obligations, all the data collected and processed can be shared only for the purposes stated above and only with:

- other educational institutions, public and private, for the communication of the documentation related to the school record of the students only for the data essential for the service supply;
- public authorities in respect to legal obligations (e.g: MUR, regional educational office, ASL etc.);
- principals, teachers, staff, collaborators and members of the collegian organs of Accademia;
- public or private subjects, legal or natural people employed by Accademia for the development of the activities needed for the fulfillment of the purposes stated above (in order to simplify: services of student teaching, IT suppliers, video surveillance services etc.) or to whom the company is compelled to communicate the data in force of legal or contractual obligations;
- legal authority, law enforcement or other authorities of surveillance in case we realize we are legally obliged or

authorized to do it or in case it reveals to be the most cautious solution.

The external suppliers appointed as data processors will be subject of contractual and legal obligations in order to respect the privacy and your data and will have access only to the information needed for the development of their duties.

HOW DO WE STORE INFORMATION

We pay a lot of attention in the implementation and conservation of the safety of our services and of your data. We have put into practice physical and technological guarantees in order to prevent non-authorized access and to maintain the safety of data and to use correctly the information we store. These protective measures may vary, based on the nature of the information we collect and store. We use accurate procedures and specific technical controls to guarantee the safety of our IT systems such as:

- topology of safe network, which includes systems of prevention of intrusions and firewall;
- cryptographic communication;
- authentication and control of the accesses;
- external and internal verification tests.

Despite all the measures adopted to preserve your personal information we cannot guarantee, at the state of technology, that an unauthorized access or an abuse of service made by third parties will not happen.

DURATION OF THE STORAGE OF PERSONAL INFORMATION

Data will be stored for a period of time strictly necessary for the fulfillment of the purposes for which they have been stored so at least for the duration of the enrollment in Accademia unless for fiscal or other contractual and of law obligations the same will need to be guarded in our systems for more time (e.g. fiscal and administrative for 10 years).

RIGHTS OF THE PERSON CONCERNED

In any moment you can exercise the following rights according to art. 15-22 of the regulation:

1. to access, obtain a copy or delete any of your personal data;
2. to change or update your personal data – for instance, if you believe your personal data are not correct you can ask to correct or to modify them except when the information required are necessary to be stored in their original format according to any law or applicable regulation;
3. to ask for the limitation or suspension of the use of your personal data;
4. to receive the personal data you provided us with voluntarily in a common and readable format;
5. to refuse the processing of the data for reasons related to your personal situation;
6. to withdraw the consent in any moment without compromising the lawfulness of the processing based on the consent given before the suspension;
7. to send a claim to the the Italian Data Protection Authority

for the protection of the personal data, based in Rome, Piazza Venezia n. 11, official website garanteprivacy.it.

Please note that the above rights are not unconditional and requests are subordinated to all legal applicable requisites, included legal and ethical relationships or obligations in the storage of documents. Furthermore, we may rectify, restore or delete incomplete or inaccurate information in any moment and at our own discretion in accordance to our policies.

CHANGES IN PRIVACY POLICY

We reserve the right to change the present privacy policy at any moment. We will provide information about significant changes of the present privacy policy by sending you an e-mail at the e-mail address you gave us. These significant changes will take effect in seven (7) days after the notice.

HOW TO CONTACT US

The data processor is ACCADEMIA DI COSTUME E DI MODA S.r.l. (P.IVA 12001361000) in the capacity of legal representative pro tempore, with registered office in Rome, Via della Rondinella n. 2 - Pec: accademiacostumeemoda@pec.it.

In case you have general queries on the information we collect and on how we use them, please write us at

amministrazione@acmedu.it

or send us a letter addressed to Accademia di Costume e di Moda S.r.l., Via della Rondinella n. 2, Roma.

If you are not satisfied by our reply you can contact the Italian Data Protection Authority:

Piazza Venezia n. 11 - 00187 Roma

Phone: + 39-06-696771 / + 39-06-6967 72917

E-mail: protocollo@gpdp.it

CONSENT FORM

We are requesting your consent in order to collect your personal information.

Please read this form carefully and sign where indicated below.

Accademia di Costume e di Moda S.r.l. (from now, "Accademia"), in its capacity of Data Controller and well aware of the importance of protecting your personal information commits itself to process your data carefully and responsibly.

As you are applying for the scholarship regulation of Accademia, we are requesting you to provide us with your personal data, upon reading and comprehension of our privacy policy, which contains information on the storage, use and processing of Your personal data.

STATEMENT OF PARTICIPATION TO THE SCHOLARSHIP REGULATION

As applicant for the scholarship regulation of Accademia di Costume e di Moda S.r.l., by acknowledging the privacy policy and the related processing of the personal and particular data that concerns me:

I authorize Accademia to process my personal and particular data for the purposes expressed and for what described in the privacy notice I received

Yes ☐ No ☐

I authorize Accademia to send me both advertising and promotional material through mobile phone, post or e-mail communication

Yes ☐ No ☐

Place _____ Date _____

The Candidate

Name and Surname _____

Signature _____