

EARLY YEARS - ENROLMENT FORM

(The form shall be completed in its entirety)

I the undersigned _____
 father/mother/guardian (write your full name) _____
 of the child _____

WOULD LIKE TO ENROL

the above-mentioned child for the academic year 2021/2022

	Academic Year	Signature for enrollment renewal
<input type="checkbox"/> Hedgehogs (2 years old)		
<input type="checkbox"/> Beehive (3 years old)		
<input type="checkbox"/> Caterpillars (4 years old)		
<input type="checkbox"/> Butterflies (5 years old)		

To this end, in accordance with streamlining administrative activity and, aware of the responsibilities befalling me in the event of a declaration that is not true, I provide the following data:

Child's full name _____ Sex _____
 Place of birth _____ Date of birth _____
 Nationality _____ Codice Fiscale (Italian tax code) _____
 Residential Address _____ Nr. _____
 CAP (postcode) _____ City _____ Prov. _____

DECLARE THAT

Has the child had the compulsory vaccinations? YES NO

Compulsory vaccinations are a prerequisite for registering your child in school. Therefore, to secure your child's place you must provide the school with the necessary vaccination documents to show that vaccinations are up-to-date and meet school entry requirements.

Signature _____

FAMILY MEMBERS

PARENT 1

First name and last name _____ Sex _____

Place of birth _____ Date _____

Nationality _____ Codice Fiscale (Italian tax code) _____

Residence: Town _____ Region _____

Street _____ Nr. _____ Post code _____

Home address: Town _____ Region _____

Street _____ Nr. _____ Post code _____

Contact: Phone number _____ email address _____

PARENT 2

First name and last name _____ Sex _____

Place of birth _____ Date _____

Nationality _____ Codice Fiscale (Italian tax code) _____

Residence: Town _____ Region _____

Street _____ Nr. _____ Post code _____

Home address: Town _____ Region _____

Street _____ Nr. _____ Post code _____

Contact: Phone number _____ email address _____

Invoiced to: PARENT 1

PARENT 2

In addition to the family members listed, the co-habiting family is made up of:

First name	Last name	Date of birth	Relationship
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_____	_____	_____	_____
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_____	_____	_____	_____
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Signatures

Self-declaration (Law 15/98 127/97 131/98) to be signed in the presence of school office staff when submitting the form.

Name _____ Surname _____ Signature _____

Name _____ Surname _____ Signature _____

Date _____ Place _____

Enrolment is considered complete after Smiling School's Principal has expressed acceptance.

Information notice and consent in accordance with Article 13 of EU Regulation no. 679/2016 related to the protection of individuals regarding the processing of personal data.

EU Regulation 679/2016 (GDPR) sets out the standards for protecting individuals regarding the processing of personal data. (Italian) Copyright Law 633/1941 sets out legislation on the use of images.

With respect to the indicated legislation, the Data Controller processes the personal data according to the principles of correctness, lawfulness and transparency and protection of your confidentiality and rights.

The data controller is: Caterina Azzini
Smiling Service Srl
 Registered office: Corso Porta Mare n. 117 Ferrara
 email address of the privacy coordinator: privacy@smiling-service.it

OUR PRIVACY POLICY IN DETAIL

1. WHAT IS THE LIFE CYCLE OF THE PERSONAL DATA? PERSONAL DATA SUBJECT TO PROCESSING, PROCESSING AIMS AND LAWFUL CONDITIONS

The life cycle of the personal data describes the moment at which the Controller starts to process the personal data, the processing aims and methods and the storage period.

Which personal data do we process?	Why do we process them (aims and lawful basis)?	What happens if we cannot process the data?	How long do we process them for?
Biographical data of minors	Processing is necessary in order to perform the obligations arising from the contract and from the services requested by you and for fulfilling your specific requirements, e.g. for: <ul style="list-style-type: none"> • Sending correspondence; • Drawing up lists of enrolled pupils; • Performing operations in relation to any requests for authorization to employ special needs teachers; • Carrying out extracurricular activities; • Allowing educational coordination activities to take place, which may involve school personnel and collaborators of the Data Controller. The data may also be processed for fulfilling legal obligations, in particular scholastic, accounting, tax-related and administrative ones. Data relating to state of health, religious or philosophical views, ethnic origin and race, shall be exclusively subjected to processing that is compulsory by law or for contract purposes. The data may be processed for achieving compatible aims with those indicated.	Any refusal to respond, at the time of collecting information, or any denial of consent for processing data, implies that the Controller is objectively unable to fulfil the required legal obligations, and to correctly handle the necessary administrative and accounting requirements.	The data shall be processed for the entire duration of the contractual relationship. The processing may have a longer duration: <ul style="list-style-type: none"> • 10 years: the personal data necessary for proof and documentation for tax and accounting purposes shall be stored for ten years. • Until the conclusion of any credit recovery procedures or legal proceedings.
Biographical data of the parent/guardian			
Contact details			
Tax details			
Special categories of data as per Art. 9 GDPR (health data, religious beliefs etc.)			
Data on scholastic performance, registers of certificates and diplomas, qualifications			Data of public interest are stored for an unlimited period of time according to legal obligations.
Images	Images are processed with consent for the documentation of school activities, events and initiatives.	Failure to provide an image does not imply any effects on enrolment.	Images pertaining to creative work are processed for an unlimited period. Other images are processed for the entire scholastic cycle.

2. HOW ARE PERSONAL DATA PROCESSED?

Your personal data shall be processed using electronic and paper-based means, in compliance with all the technical and organizational measures provided by the Data Controller in order to guarantee the security and confidentiality of the information.

3. WHO PROCESSES PERSONAL DATA?

- Your data are processed by **internal subjects authorized to process data** who have been trained for the purpose and are obliged to comply with professional secrecy and maximum confidentiality in relation thereto.
- The personal data are also processed by professionals and companies who perform some operations on behalf of the Data Controller as **Data Processors**, all obliged to comply with the confidentiality restriction and appropriate security measures. Such operations regard assistance and maintenance of the electronic infrastructure, communication networks and services offered within the School.

4. WHO IS MADE AWARE OF THE PERSONAL DATA?

- The personal data may be communicated, if compulsory by law, to the Italian Ministry of Education, to Schools, to the Regional, Provincial and Municipal Administration, to the local health services and to the Public Administration. Some personal data are communicated to language schools with whom we cooperate in order to handle applications for foreign language certification tests. This communication is necessary in order to take the certified tests through Smiling Service Srl. Some personal data are communicated to travel agencies for educational trips or other events for purchasing plane tickets or other public transport tickets.
- Personal data shall not be subject to disclosure. Images may be used for documenting educational activities and subject to consent published on social media.

5. WHAT ARE MY PRIVACY RIGHTS AND WHO DO I NEED TO CONTACT?

- In relation to the aforesaid processing, the data subject can exercise all the rights as per articles 12-22 of European Regulation no. 679/2016.

The data subject has the right to ask the Data Controller for:	
Access to his/per personal data	The data subject can obtain confirmation that the personal data concerning him/her are being processed, obtaining more information on processing and a copy of the personal data.
Rectification of personal data	The data subject may request rectification of personal data in order to guarantee the correctness thereof.
Erasure of personal data	The data subject may obtain the erasure of personal data in the cases envisaged by Article 17 GDPR.
Restriction of processing concerning him/her	The data subject may request the restriction of processing by objecting to erasure as they may be necessary for exercising or defending a right in legal proceedings.
Objection to the processing of personal data	The data subject cannot object to the processing of personal data as the grounds for processing are based on the need to perform the contract.
With reference to personal data processed using automated methods, the right to the portability of data.	The data subject has the right to receive the personal data processed with automated methods based on the consent expressed (excluding personal data processed for contract compliance) in a structured and commonly used format

The data subject has the right to revoke consent provided at any time.

The data subject has the right to make a complaint to the Supervisory Authority for the protection of personal data. For further information on the right to make a complaint, please visit the following web page: <https://goo.gl/GLbTN9>

The data subject may request more information or exercise his/her rights by contacting the contact point of the Data Controller: mail: privacy@smilingsservice.it

Consent for the use of images according to Art. 96 of Italian Law 633/1941

Through this form you can express or deny your consent for the processing of data.

The undersigned, having received the information provided by the Data Controller, in accordance with Art. 13 of EU Regulation no. 679/2016 and Art. 96 of Italian Law 633/1941 on the processing of images of minors:

Expresses consent?	Yes	No
Expresses consent for the disclosure of personal data (image/video) through loading onto the official website?		
Expresses consent for the disclosure of personal data (image/video) through loading onto social networks (Facebook, Youtube)?		
Expresses consent for the disclosure of personal data (image/video) through reproduction during events such as exhibitions and conventions?		
Expresses consent for the disclosure of personal data (image/video) in the Early Years PRIVATE photo gallery on the website (Each class has its own gallery. Only parents can do login with password).		
I declare that I have fully acknowledged this information notice on the processing of personal data		
Name _____ Surname _____ Signature _____		
Name _____ Surname _____ Signature _____		
Date _____ Place _____		