

## 5 YEARS HIGH SCHOOL - ENROLMENT FORM

*(Please complete all information)*

I the undersigned \_\_\_\_\_  
father/mother/guardian (write your full name) \_\_\_\_\_  
of the student \_\_\_\_\_

### WOULD LIKE TO ENROL

the above-mentioned student in \_\_\_\_ st/nd/rd grade (please indicate relevant class) for the academic year 2021/2022

*To this end, and aware of the responsibilities of a declaration not conform to the truth, I provide the following information:*

Student's full name \_\_\_\_\_ Sex \_\_\_\_\_

Place of birth \_\_\_\_\_ Date of birth \_\_\_\_\_

Nationality \_\_\_\_\_ Codice Fiscale (Italian tax code) \_\_\_\_\_

Address of residence \_\_\_\_\_ Nr. \_\_\_\_\_

CAP \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_

### ACADEMIC CAREER

Previous school \_\_\_\_\_

Location \_\_\_\_\_ Class \_\_\_\_\_

Foreign languages studied \_\_\_\_\_

Final grade obtained in the previous school year\* \_\_\_\_\_

Grade of Secondary school final exam \_\_\_\_\_

Previous school qualification \_\_\_\_\_

*\*These data must be provided as soon as possible, together with all the completed reports in the school file.*

### I DECLARE THAT

Has the child had the compulsory vaccinations? YES  NO

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 \_\_\_\_\_ main 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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](mailto: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 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	<p>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:</p> <ul style="list-style-type: none"> <li>• Sending correspondence;</li> <li>• Drawing up lists of enrolled pupils;</li> <li>• Performing operations in relation to any requests for authorization to employ special needs teachers;</li> <li>• Carrying out extracurricular activities;</li> <li>• Allowing educational coordination activities to take place, which may involve school personnel and collaborators of the Data Controller.</li> </ul> <p>The data may also be processed for fulfilling legal obligations, in particular scholastic, accounting, tax-related and administrative ones.</p> <p>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.</p>	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.	<p>The data shall be processed for the entire duration of the contractual relationship. The processing may have a longer duration:</p> <ul style="list-style-type: none"> <li>• 10 years: the personal data necessary for proof and documentation for tax and accounting purposes shall be stored for ten years.</li> <li>• Until the conclusion of any credit recovery procedures or legal proceedings.</li> </ul> <p>Data of public interest are stored for an unlimited period of time according to legal obligations.</p>
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.

<b>The data subject has the right to ask the Data Controller for:</b>	
<b>Access to his/per personal data</b>	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.
<b>Rectification of personal data</b>	The data subject may request rectification of personal data in order to guarantee the correctness thereof.
<b>Erasure of personal data</b>	The data subject may obtain the erasure of personal data in the cases envisaged by Article 17 GDPR.
<b>Restriction of processing concerning him/her</b>	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.
<b>Objection to the processing of personal data</b>	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.
<b>With reference to personal data processed using automated methods, the right to the portability of data.</b>	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@smiling-service.it](mailto:privacy@smiling-service.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?		
<b>I declare that I have fully acknowledged this information notice on the processing of personal data</b>		
Name _____ Surname _____ Signature _____		
Name _____ Surname _____ Signature _____		
Date _____ Place _____		

## SMILING SECONDARY and LINGUISTIC HIGH SCHOOL

### EDUCATIONAL CORESPONSIBILITY AGREEMENT (in accordance with Presidential Decree no. 235/2007)

School is a place for learning where the education of every student, their social interaction and civil development are to be promoted. This Coresponsibility Agreement, signed by each of the parties involved, is the basis for cooperation between school, families and students, in order to guarantee profitable and participative compliance with the rules. The Agreement remains valid from when it is signed, upon enrolment, until the end of the course of study.

#### 1. STUDENTS

Every student must be aware of the educational and informative objectives of their course of study and of the course that leads them to reach such objectives.

They must also undertake:

- To respect people, animals, objects, rooms and equipment, come to lessons punctually and respect the time frames and deadlines envisaged for reaching the objectives of their curriculum;
- To use suitable behaviour, language and clothing for the school environment;
- Not to use mobile telephones or other electronic or audio-visual devices, unless otherwise indicated by teachers for particular educational projects;
- To cooperate with the other members of the school community;
- To study and participate constructively in all the school activities, with respect for themselves and others;
- To perform the tasks assigned regularly;
- Always to bring the work tools required for every subject;
- To scrupulously observe the directions and instructions given for the purpose of collective and personal safety both inside and outside the school buildings;
- To comply with every part of the School Regulations.

#### 2. TEACHERS

Every teacher:

- Communicates their planning to the class and to the parents;
- Motivates their teaching and educational strategies;
- Explains the functions and aims of assessments;
- Explains the assessment criteria;
- Respects all students, enhancing everything positive that is expressed;
- Makes the class responsible for active participation, promoting good relationships and cooperation;
- Provides the students with precise indications and instructions on what is required of them;
- Promotes a constructive relationship between school and family, in order to facilitate the student's full development;
- Respects and enforces respect for the Regulations, making students responsible for complying with the shared rules;
- Communicates the results of homework/tests to pupils according to the time scales specified in the Regulations;
- Comes to lessons and meetings punctually.

#### 3. PARENTS

Parents undertake to:

- Be aware of the school's educational offer;
- Support their child, helping them to approach school with commitment and determination;
- Make their child responsible, helping them to set the right priorities;
- Constantly check on their child's progress at school;

**Smiling Service Srl - Impresa sociale**

Corso Porta Mare n.117, 44121, Ferrara. Tel: 0532 757197 Via Roversella n.2, 44121, Ferrara. Tel: 0532 209416

[www.smilingsservice.it](http://www.smilingsservice.it)

- Build a relationship of trust and cooperation with the teachers, with full respect for the different roles;
- Cooperate with the teachers on respect for rules, particularly in relation to absences, late entry and behaviour;
- Compensate the school for any damage caused by the incorrect use of services, damage to furnishings and equipment and for any other damage, according to the provisions of the Regulations;
- Inform the school of any problems that could have an effect on their child's scholastic progress;
- Discuss, present and share the educational agreement signed with the school with their child;
- Respect the contractual conditions.

#### 4. PRINCIPAL

The Principal has a guarantor role and undertakes to:

- Facilitate the implementation of the educational offer, guaranteeing the conditions for students, parents, teachers and non-teaching staff to express their role as best as possible;
- Promote dialogue, cooperation and respect between the different members of the school community;
- Accept student's educational needs;
- Support teachers in their teaching role;
- Guarantee control over the full compliance with the School Regulations by all members of the school community.

Signature of the Principal, Caterina Azzini

Caterina Azzini <sup>1</sup>

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Signature of the student (indicate name, surname and class)

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Signature of both parents

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Ferrara, date \_\_\_\_\_

<sup>1</sup> The original handwritten signature has been replaced by a printed signature in accordance with Article 3 of Legislative Decree no. 39/1993.