



**L'Italiano Porticando**

## REGISTRATION FORM - COURSES 2022

**L'Italiano Porticando**

Via Pietro Micca, 20 - 10122 Torino

E-mail [info@italianoporticando.com](mailto:info@italianoporticando.com)

Tel.: 0039 011 518 70 79 - fax: 0039 011 513 08 40

### PERSONAL INFORMATION

<b>First Name</b>	
<b>Surname</b>	
<b>Sex</b>	F <input type="checkbox"/> M <input type="checkbox"/> <input type="checkbox"/>
<b>Nationality</b>	
<b>Address (home)</b> (street, number, city)	
<b>Address (Italy)</b> (street, number, city)	
<b>Passport n. + expire date</b> (only for visa)	
<b>Profession</b>	
<b>Place and date of birth</b>	
<b>Telephone</b>	
<b>E-mail</b>	
<b>Tax number</b> (for residents only)	

### KNOWLEDGE OF THE ITALIAN LANGUAGE

A1 BEGINNER		<b>Where did you learn Italian?</b>
A2 ADVANCED BEGINNER		
B1 INTERMEDIATE LEVEL		
B2 ADVANCED INTERMEDIATE LEVEL		<b>Which book did you use?</b>
C1 LOWER ADVANCED		
C2 ADVANCED (PROFICIENCY)		

<b>COURSES</b>			
Please cross the course you'd like to attend.			
<b>Standard courses</b>			
Standard courses			
Standard courses for university students			
<b>Standard evening courses</b>			
For residents			
<b>Individual courses</b>			
Long term individual course			
Intensive individual course			
<b>Small groups courses</b> – (2-4 students)			
<b>Combined courses</b>			
Standard + individual			Standard + architecture
Standard + business Italian			Standard + cinema
Standard + conversation			Standard + Italian Music
Standard + literature			Standard + history of Turin
Standard + history of art			Standard + tango
<b>Online courses</b>			
Individual classes			
Small group (da 2 a 3 students)			
Online courses (min. 4 students)			
<b>50+ courses</b> (Dates according to course programme 2022)			
<b>CELI/CILS exams preparation course</b>			
Individual classes			
Groups courses			
<b>Special topic courses to discover Turin</b>			
Italian and Italy's unification		(1st week of the month)	
Italian in contemporary Turin		(2nd week of the month)	
Italian for Gourmets		(3rd week of the month)	
Italian in Italy's motor city		(4th week of the month)	
<b>Turin - Milan: learn Italian between art and culture, only a stone throw away from nature</b>			
1 week in Turin – 1 week in Milan			
2 weeks in Turin – 2 weeks in Milan			
<b>Cioccolato al Pesto: Italian in Turin and Genoa</b>			
1 week in Turin - 1 week in Genoa			
2 weeks in Turin - 2 weeks in Genoa			
<b>Torino – Acqui Terme: learn Italian and discover Piedmont</b> (Dates according to course programme 2022)			
Individual course			
Small group course (2-4 persone)			
<b>MORE COURSES (that cannot be combined with standard courses)</b>			
<b>Outdoor conversation classes in Turin</b>			
Individual course			
Small group course (2-4 persone)			
<b>Percorsi torinesi – intensive cultural courses</b> (Dates according to course programme 2022)			
Individual course			
Small group course (2-4 persone)			

<b>I'M INTERESRED IN:</b>			
<b>Cultural courses</b>			
Italian Literature		History of Italy's Unification	
History of Italian Art		Contemporary Turin	
History of Italian Architecture		History of Italian cinema	
History of Turin		History of Italian music	
<b>Workshops and local products tasting</b>			
Piedmont cuisine cooking class			
Tasting of wines and of products of the region			
Tasting of chocolate specialities			

<b>START AND END DATES OF THE COURSE</b>		
Start date of the course	End date of the course	Number of hours
<b>Particular educational wishes</b>		

<b>ACCOMMODATION</b>				
Do you want the school to provide for your accommodation?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please fill in the following table:				
	Single Room	Double Room	Breakfast	Half Board
<b>Home-stay</b>				
<b>B&amp;B</b>				----
<b>Hotel</b>				----
<b>Apartment</b>			----	----
<b>Arrival</b>		<b>Departure</b>		
<b>Special requirements / wishes (smoking, food, allergies, other):</b>				

<b>Pick-up from Turin's airport Caselle</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Date

\_\_\_\_\_

Signature

\_\_\_\_\_

#### Privacy Policy in accordance with Regulation (EU) 2016/679 (GRPR 2016&679)

In accordance with Article 13 of Legislative Decree no. 196/2003 and with the new Regulation (EU) 2016/679 (GDPR 2016/679) giving dispositions on the protection of natural people and other subjects with regard to the processing of personal data, the company L'Italiano Porticando Srl guarantees that the personal data provided by you will be processed according to the dispositions of the above mentioned Regulation. The company, furthermore, guarantees that all information provided by you during all activities at school will be treated and processed with absolute confidentiality. The company declares that the employees have been informed about the need to respect the obligation of confidentiality. You may in any time exercise your rights in writing to L'Italiano Porticando Srl, postal address Via Pietro Micca, 20 – 10122 Torino or to the following e-mail address [info@italianoporticando.com](mailto:info@italianoporticando.com). Attached to this registration form you'll find the complete information on GDPR.

I, \_\_\_\_\_, confirm furthermore that I've read and understood the information on the processing of my personal data and consent to the treatment of the data included in this document to sign up for a language course.

Signature

\_\_\_\_\_

## GENERAL TERMS AND CONDITIONS

### 1. Registration:

Registration has to be made, if possible, at least 4 weeks before the course starts (this is valid for individual courses, courses in small groups, standard courses). In case there are less than 4 weeks until the beginning of the course, we kindly ask to contact the School to make sure that the course is still available.

The registration form has to be completely filled in and signed (please check the course you would like to attend by writing down the correct starting and end date of the course and course code) and to be sent to the school by e-mail, fax or by ordinary mail. On registration it is necessary to make a deposit of 30 % of the total course fees by bank transfer. It is necessary to attach to the form a copy of the bank transfer.

The balance of the course fees has to be paid in full to the school at least 2 weeks before the course start date or, in agreement with the School, latest at the beginning of the course.

Language holiday courses have special payment conditions established on registration with the group.

**Students applying for a visa** have to pay the full amount on registration. In case the visa application is denied, the student will receive a refund of the amount paid less 150 Euro administration fees.

### 2. Payment:

Bank transfers have to be made to the following bank account:

**BANCA SELLA, SEDE DI PIAZZA CASTELLO, TORINO**  
**IBAN IT40 X 03268 01000 053884700990**  
**SWIFT CODE SELBIT2BXXX**

Bank transfer charges, or other charges incurred for the payment of the course fees, are strictly for the account of the student!

In agreement with the School, the deposit and the balance of the course fee can be paid in cash or by credit cash in the office of the School.

### 3. Cancellation:

**a) Cancellation** must be notified to L'Italiano Porticando by e-mail. In case of cancellation up to 4 weeks before the course's starting date, the school will refund the deposit. The registration fee (60,00 Euro) included in the deposit is non-refundable.

If cancellation is made up to two weeks before the start date, 50% of the course fees will be refunded, less the non-refundable registration fee. **For cancellations made less than two weeks before the start date or for courses started and not completed no refund will be made.**

The school reserves the right to change prices, dates and times if there are not enough registrations for a course. The students will be informed in time.

### b) Cancellation of private lessons:

Single **private lessons** have to be cancelled by the students at least 24 hours before the fixed date. Otherwise, these hours will be considered as taken and will be lost for the student.

The package of hours bought must be used within 12 months of the starting date. After this deadline the hours remaining will be considered lost.

### 4. Insurance:

Neither L'Italiano Porticando, its staff or tutors are responsible for any injury, or loss of things or damages to things during the courses. Students are advised to take out all appropriate travel, medical and cancellation insurances in their country of origin before departure.

The school is solely responsible for injuries and damages to things caused by the school.

The law of Italy governs any contract between L'Italiano Porticando Srl and the student. Court of jurisdiction is Turin.

### 5. Accommodation:

If requested by the student, the school can provide information about accommodation in Turin and arrange it for the student.

After having been provided with the contact of the accommodation (host-family, B&B, Hotel ...), the student will contact them to communicate time of arrival and departure and all details regarding payment. The School is not responsible for any kind of problems coming up with the accommodation and the student is asked to respect the rules and conditions of the accommodation booked.

### 6. Obligations of the Student:

The students is obliged to:

- obtain all required legal documents to enter and stay in Italy;
- purchase an insurance policy in case of long term stay with student visa
- notify the School of any possible absence (mandatory for students with student visa)
- follow the rules established in the School
- respect the rules and conditions established in the places of accomodation

### 7. Courses:

**Private lessons, Courses in small groups, Standard courses, Online courses, Combined Courses and Cultural courses include** the language lessons or the lessons about cultural topic chosen (each lesson of 55 minutes), the registration fees, an entry test, the school's free afternoon activities (for on site courses), course book and certificate of attendance.

**Special topic courses, Language holiday courses include:**

- language tuition (15 or 30 lessons of 55 minutes in the morning) and extra-curricular activities in the afternoon
- registration fees covering the costs for the course book and administrative costs for the course organisation
- cultural activities and excursions, accommodation, guided visits to museums, seminars as described in the details of the course.

### 8. COVID-19 Emergency

Due to COVID-19 sanitary emergency the School created a COVID safety protocol in order to ensure safety for employees and students. This protocol, among other things, requires the student to notify the School in the self-declaration form of his current health state and possible contacts with COVID infected subjects in the last 14 days before the beginning of the course. The student will be given the COVID protocol implemented by the School which he/she is expected to follow during his stay at School.

The School reserves the right to cancel the course purchased by the student or move it online in case there aren't the necessary conditions for conducting lessons face-to-face or in case of a lockdown introduced by the competent authorities. In case of any changes to the course made by the School, the student will not lose anything he already paid for.

Cancellations and postponement requests from the student can only be accepted if attendance to the course is impossible (closed borders, positive COVID-19 test, proven impossibility of remote connection to the course). In such case the School will offer an alternative or refund the amount paid withholding the registration fee of €60 (non-refundable).

### 9. National holidays:

There are no lessons on weekends and on national holidays (1/1, Easter, Easter Monday, 13/4, 1/5, 2/6, 15/8, 1/11, 08/12, 24/12, 25/12, 26/12, 31/12). The hours missed will be spread over the remaining days of the week in which there is a holiday.

Date

Signature

## Report on the protection of personal data - REGULATION (EU) 2016/679

In accordance with Article 13 of the Legislative Decree 196/2003, and with the new Regulation (EU) 2016/679 (GRPR 2016/679), giving dispositions on the protection of natural people with regard to the processing of personal data, it is our duty to inform You about how your personal data will be processed. Every personal information provided directly by you will be processed according to the current regulations on the protection and processing of personal data mentioned above.

Hence the composition of the present report for your information.

The aim of the present document is to describe how our Company will process our customers' personal data, while giving them the services they required.

### Controller.

**Mrs ROSARIA COSTANZO as the legal representative/employer for the Company L'ITALIANO PORTICANDO S.r.l.**, with legal headquarters in **Via Pietro Micca, 20 – Turin**.

Furthermore, it is important to mention the nomination and training of:

- Mr/Mrs Laura Faussonne as the processor – according to Article 28 of the EU Regulation 2016/679);
- Every entitled employee involved in the processing, authorized via written nomination.

### Purposes of the processing.

L'ITALIANO PORTICANDO S.r.l. processes personal data in order to:

- Administer and accomplish every supply contract required;
- Accomplish administrative and accounting tasks;
- Accomplish every legal obligation or other fulfilment requested from the Competent Authorities.

**As a matter of fact, the refusal of providing such data entails the failed delivery of the service requested to the Company L'ITALIANO PORTICANDO S.r.l. insofar their usefulness in the performing of such service.**

### Communication and circulation scope.

This Company shall **NEVER** provide any collected data to **third parties**, with the exception of all those necessary tasks which may involve the transfer of data to public authorities, to consultants, or others, in order to accomplish a legal obligation.

### Transfer of personal data.

L'ITALIANO PORTICANDO S.r.l. declares **not to transfer Your personal data** neither to third Countries nor to international organisations.

### Processing and filing system.

In accordance with, Article 32 of the GDPR 2016/679 and with Articles 33-36 of the Legislative Decree 196/2003, Attachment B on safety measure, data will be processed automatically and/or manually by authorized subjects, complying with Article 29 of the GDPR 2016/679.

Moreover, following the principles of lawfulness, of purpose limitations and of data minimization, and according to Article 5 of the GDPR 2016/679, Your personal data will be archived for the appropriate amount of time needed to the accomplishment of the purpose for which they were collected and processed.

In particular, the same data shall be saved for the duration of the contract. Upon the end of the period under consideration, the Company will store the data for ten years, in full compliance with current regulations. Afterwards, every year in June and December, the Company will delete from all its archives every data having expired the storage period of ten years.

L'ITALIANO PORTICANDO S.r.l. shall process collected data in order to achieve the full and fair accomplishment of the contract. Data may eventually be provided to third parties in the defence of personal rights, as well as complying with legal obligations and with the request from the Competent Authorities.

### Existing automatic decisional process, including profiling.

L'ITALIANO PORTICANDO S.r.l. **does not employ** any automatic decisional process concerning natural people, **including profiling, in accordance with Art. 22(1, 4) of Regulation (EU) 2016/679.**

Turin, 01/01/2020

L'ITALIANO PORTICANDO S.r.l.  
Rosaria Costanzo  
Legal representative

## **Rights of the data subject**

In accordance with Articles from 15 to 22 of Regulation (EU) 2016/679 and with Article 7 of the Legislative Decree 196/2003, data subject has the right to:

- to know whether their personal data exist or not;
- to know the purposes of the processing, the categories of personal data, the recipients or the categories of recipients to whom your data have been or will be provided, and, if possible, the storage period;
- to obtain data correction or deletion;
- to obtain the restriction of profiling;
- to obtain data portability, i.e. to be able to receive them from a controller in a structured and common format readable from any kind of electronic devices, and to communicate to other controller without impediment;
- to object to processing, at any moment, even when the purpose of processing is direct marketing;
- to object to an automatized decisional process involving natural people, including profiling,
- to revoke consent at any moment without compromising the lawfulness of the processing based on the consent expressed before the revocation;
- to file a complaint with a supervisory authority.

### **How to exercise Your rights.**

You may exercise your rights sending a written request to **L'ITALIANO PORTICANDO S.r.l.** their registered office **Via Pietro Micca, 20 – 10122 Torino** or to their email address [info@italianoporticando.com](mailto:info@italianoporticando.com).

### **I, the undersigned, declare to have received the report above.**

#### **In light of the report above, I, the undersigned:**

**DO**  **DO NOT express my consent** to the processing of my personal data, including those belonging to special categories of data.

**DO**  **DO NOT express my consent** to the providing of my personal data to public authorities and to independent Companies in order to accomplish the purposes listed in this report.

**DO**  **DO NOT express my consent** to the processing of any of my personal data belonging to special categories as listed in the report above.

**DO**  **DO NOT express my consent** to the sending of e-mails, post and/or SMS and/or phone calls, newsletter, commercial communication and/or advertisement about the Company products or services.

**DO**  **DO NOT express my consent** to the publication of photos and videos on any website or social media owned by L'italiano Porticando S.r.l.

Turin, \_\_\_\_/\_\_\_\_/\_\_\_\_

**NAME OF THE PERSON CONCERNED**

\_\_\_\_\_  
**SIGNATURE**  
\_\_\_\_\_