

APPLICATION FORM

INDIVIDUAL

I, the undersigned* _____

Born on* ____/____/____, in* _____

Citizen of * _____

Resident in (city)* _____

Address* _____

Mobile phone* _____ e-mail* _____

Tax code (CF)* _____

Profession _____

DO APPLY FOR

the course **BBS4U Management Certification, I edition, year 2022**, promoted and organized by Bologna Business School, and do accept the general terms listed below.

Date* _____

Signature* _____

GENERAL CONTRACT CONDITIONS

1. REGISTRATION

1.1 The application for **BBS4U Management Certification, 4th edition, year 2022** by Mr./Ms. _____ is accepted by Bologna Business School. The contract is therefore considered to enter into force by its signing. Upon receipt of this contract, Bologna Business School will send enrollment confirmation to the postal address indicated in the admission form or by email. Before the start of the course, the Rules of the course participation, which each participant must comply with, will be delivered.

2. WITHDRAWAL

2.1 The applicant can exercise the right of withdrawal within 14 (fourteen) working days starting from the date of signing this contract, by sending a registered letter with acknowledgment of receipt addressed to the Bologna Business School office; the notice of withdrawal may be sent in advance by email, to be followed by registered letter with acknowledgment of receipt within the following 48 hours.

3. CHANGES TO THE PROGRAM

3.1 Bologna Business School reserves the right to make changes to the course program, to the faculty, to the calendar and to the timetables of the teaching sessions, with the sole obligation to notify the students promptly in writing, at the addresses indicated in the Application Form.

4. FORCE MAJEURE

4.1 Force majeure means any unforeseeable act or event, independent of the will of the contractual parties, beyond their control and which cannot be remedied promptly (such as, merely by way of example, unavailability of the teacher due to illness, bereavement, adverse climatic conditions that do not allow the Bologna Business School to be reached, blackouts, fire, natural disasters, epidemics, measures by government authorities, strikes called by trade unions).

4.2 Upon the occurrence of an event of force majeure, Bologna Business School may postpone the lesson and / or the lessons that cannot be held, for a period corresponding to the duration of the force majeure;

4.3 Bologna Business School undertakes, however, to take all measures in its power to ensure, within the shortest possible time, the normal resumption of the fulfillment of the obligations extended by the occurrence of the force majeure event.

4.4 In particular, in order to reduce the negative repercussions of the force majeure event on the applicant, in place of the performance of the lesson / of the postponed face-to-face lessons, Bologna Business School, if possible, may make use of suitable technological means for carrying out the lesson / lessons with remote modalities and / or other teachers than those already identified; in this case, Bologna Business School will inform the applicant as soon as possible about the measures adopted, as well as about the ways in which the applicant can take advantage of the lessons.

4.5 If, following an event of force majeure, Bologna Business School cannot perform its services according to the terms agreed in the Contract for a period of time of 6 months and the applicant is not interested in continuing to use the different procedure of the lessons referred to in paragraph 4 above, the applicant will have the right to withdraw from the Contract; in any case, the applicant's right to any compensation or indemnity by Bologna Business School remains expressly excluded.

5. CODE OF ETHICS

5.1 The Applicant declares to know the content of the Legislative Decree 231 of 8 June 2001 – and its subsequent amendments and / or additions – as well as the principles of the [Code of Ethics](#) adopted by Bologna Business School, published on its website. Furthermore, the Applicant declares to have read it adequately, undertaking to refrain from conduct that may constitute a breach thereof. Bologna Business School will consider a failure on the Applicant's part to comply with this commitment as a serious breach of its obligations, resulting in its right to terminate this contract immediately.

6. JURISDICTION

6.1 For any dispute concerning the interpretation, execution and / or termination of this contract, the Court of Bologna is exclusively competent.

Date _____ Signature _____

The following clauses, which have been subject to specific examination, are expressly approved: 2 (withdrawal); 3 (changes to the program Cause of impossibility; exact fulfillment of the service by Bologna Business School); 5 (code of ethics - responsibility of the applicant); 6 (exclusive jurisdiction).

Date _____ Signature _____

Each part of this registration form has to be filled in and sent by e-mail to bbs4u@bbs.unibo.it.

PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA AND IMAGES

Pursuant to article 13 of European Regulation no. 679/2016 and any subsequent applicable regulations, we wish to inform you that the Fondazione Bologna University Business School (hereinafter also referred to as "BBS") shall process your data for the purposes specified below, in compliance with the provisions concerning personal data protection.

1. Data supplied for the performance of the contract or the use of a service

BBS processes your personal contact data concerning your educational qualification, the company or the body you belong to for the performance of the contract to which you are party and to allow you to use the required service or activity.

In this case, you shall not be required to provide a specific consent to the processing of the data above, since the lawful basis legitimating their processing consists in taking steps prior to entering into a contract or in the performance of a contract to which you are party.

In any case, any refusal by you to provide the above-mentioned data, as well as your request to have them deleted, would determine the impossibility for BBS to satisfy your request and to provide (or continue to provide) the service you required.

We also inform you that BBS shall store the name, the surname, the date and place of birth of its students or former students, in order to issue certificates, degrees or certifications concerning the attendance to the Courses or Masters.

1.1 Data retention

The contact personal data concerning the educational qualifications, the company or body you belong to that you provided for the performance of a contract or to use a service shall be processed by BBS for the purposes described above under point 1, for the time necessary to fulfill the contract or to use the required service.

Should the above-mentioned data be provided at the precontractual stage (for example when requesting information), the processing of such data shall not exceed two years, in order to allow a correct and more effective management of the precontractual relationship existing with you, also in relation to possible economic offers dedicated to you.

In the event of enrollment in courses, Masters, fee-based services or in any case subject to scholarships or similar allocations, the contact personal data concerning the educational qualifications, the company or body you belong to and the information related to the contract or to the provided service, including the tax and administrative documents, shall be processed up to 10 years after the expiration of the contract performance, of the use of the service or the term of payment, exclusively to ensure the tax, accounting and administrative statutory fulfillment, except when longer terms are provided for, which cannot be determined beforehand, as a consequence of different conditions of lawfulness of the processing (for example, judicial actions requiring processing for a period exceeding 10 years).

1.2 Audiovisual data and images

Bologna University Business School informs you that the lessons or the event that you attend may be filmed and photographed by its staff or by third parties engaged for this purpose.

Therefore, the processing may concern your images, also captured by audiovisual filming that could, for example, be communicated, disseminated, reworked and assembled in new and different multimedia contents, also through the Internet, in order to document the Event/Workshop or the activities of Bologna University Business School.

For the processing of your images, also captured by means of audiovisual filming, we ask you to provide a specific consent, also in compliance with the law provisions on copyright. Technical requirements, among which the impossibility to identify and distinguish among all participants those who provided their consent to be filmed or photographed from those who did not provide their consent, force us to ask for your consent to the processing of audiovisual data, which is an essential prerequisite for the attendance at the event.

2. Data provided for information purpose of the activities carried out by BBS and for promotional purposes images

If you wish to keep in contact with BBS in order to be informed on the organized events, activities, services, commercial and promotional offers by BBS, also by way of newsletters, we ask you to give your consent to the processing of personal and contact data for information and promotional purposes, after filling in the fields below with the additional data and information requested.

If you had already provided the data and information specified in the fields below, you have not to provide them again, since it is sufficient that you renew your consent or that you express your refusal to the processing for the purposes under consideration. In the event that you do not make a choice and do not provide a previous valid consent to processing, your data shall not be processed for information and promotional purposes.

2.1 Contact method

In order to contact you for information and promotional purposes, we will be allowed to use both automated means, such as e-mail and SMS, as well as paper mail and telephone.

2.2 What happens if you do not provide your consent?

Failure to provide your consent for the information and promotional purposes above, shall result in BBS not being able to inform you about its events, services offered or possible commercial and promotional offers dedicated to you.

2.3 Communications via e-mail for services similar to those already required

In the event that you do not explicitly express your refusal, if it is provided for by the law, BBS shall be entitled to use, also without your consent, the e-mail address you provided at the time of your request of a BBS service, in order to send you information and promotional communications concerning services similar to those envisaged by the service itself. In

this case, the promotional communications sent in this way will feature a link allowing you to unsubscribe the service in a simple way, in order to ensure the exercise of your right to stop the processing.

2.4 Data retention relating the information and promotional activities

BBS shall process the personal and contact data you provided for the information and commercial purposes above for a maximum of two years from the granting of your consent or, in any case, from the collection of your data. The consent to this processing can be revoked at any time, without prejudice to your right to obtain the deletion of your data as better specified in the section "Rights of the data subject" below.

2.5 Consent to profiling for information and promotional activities

Profiling means the automated processing of your personal data in order to evaluate and analyze your personal preferences, your interests and your educational, curriculum and professional path.

If you wish so, you may provide your consent to the processing of your data, including the curriculum and professional ones, your personal preferences and interests that you have supplied to BBS, by means of profiling, for the following purposes:

- to allow BBS to promote and organize services and events that are more suitable to your educational and professional path, as well as to the personal preferences you may have indicated;
- to allow BBS to understand the characteristics and needs of its users, in order to promote and organize services and events that are more suitable to the users' educational and professional paths;
- to allow BBS to send you dedicated commercial offers, as well as customized offers that are more suitable to your educational needs and to your curriculum path. In this case, BBS shall be entitled to contact you according to the methods specified under point 2.1.

2.6 What happens if you do not provide your consent to profiling?

Failure to provide your consent to data processing by profiling, shall result in BBS not being able to organize services and events that are better suited to and meet more the needs and interests of its users, and in BBS not being able to offer you customized offers, more consistent with your education and curriculum path, without prejudice to BBS's right to process your data for information and promotional purposes (without profiling) in case you have given your consent to this purpose.

2.7 Data retention related to the profiling activities

BBS shall carry out profiling activities on your data for the above-mentioned information and promotional purposes for a maximum period of one year from the granting of your consent, without prejudice to the processing time of two years for information and promotional purposes (without profiling) for which you may have given your consent.

Upon expiry of this period, your data related to the featured preferences, your CV and your professional activity will be deleted, except in the case that the processing of the above-mentioned data is not legitimated for other purposes or should you prefer to renew your consent to the processing.

3. Internship and placement activities for students enrolled at Courses and Masters. Communication of data to third party companies

BBS offers its students enrolled at Courses and Masters the possibility of being contacted by third parties that may be interested in proposing them internship and placement activities.

Through this activity, BBS aims at working as a facilitator in the process of matching labor demand and supply.

If you express your consent, BBS is entitled to communicate to third party companies requesting them your personal and contact data, your curriculum and professional data and the information relating to the Course or the Master you attend for the purpose above.

The third party companies to which your data could be communicated have their registered office in the European Union.

3.1 What happens if you do not provide your consent?

Failure to provide your consent for the above-mentioned internship and placement purpose, shall result in BBS not being authorized to bring you into contact with third party companies interested in proposing internship and placement activities.

3.2 Data retention

Your data shall be processed by BBS for the purposes under point 3 for the period of one year from the end of the Course or Master, coinciding with the final examination or, where it is not envisaged, with the last lesson of the Course or Master.

Upon expiry of this period, your data related to the featured preferences, your CV and your professional activity will be deleted, except in the case that the processing of the above-mentioned data is not legitimated for other purposes or should you prefer to renew your consent to the processing.

4. Statistical activities and market researches also through profiling

If you give your consent, BBS shall be entitled to use the data you provided, including those relating to your education, profession and expressed interests and preferences, to carry out statistics and market researches, also in aggregated form and through profiling, aimed at understanding and defining the preferences of data subjects, the performance of its enrolled students, as well as the level of efficiency and satisfaction of its Courses, Masters or events, also in order to improve the services that are supplied.

The processing of your data for this purpose could imply the development of statistics concerning the attendance to the Courses or Masters, the professional employment of its students after their conclusion, their career, the level of

satisfaction for the Course or Master, the verification at the Registers of Companies of the Chambers of Commerce of any participation, position and role taken on within the companies.

4.1 What happens if you do not provide your consent?

Failure to provide your consent to the purpose above, shall result in BBS not being entitled to carry out statistical activities and research activities aimed at improving the supplied services and at evaluating the efficiency and the satisfaction level of its Courses, Masters or events.

4.2 Data retention

BBS will carry out a profiling activity of your data, including those relating to your education, profession and expressed interests and preferences, for the above-mentioned purposes, also through profiling, for the maximum period of one year from the granting of your consent.

Upon expiry of this period, your data related to the featured preferences, your CV and your professional activity will be deleted, except in the case that the processing of the above-mentioned data is not legitimated for other purposes or should you prefer to renew your consent to the processing.

5. Methods of processing

BBS shall carry out the processing of personal data by means of paper and IT methods.

We wish to inform you that BBS shall not submit your data to automated decision-making processing that produces legal effects or that similarly affect you, pursuant to article 22 of the European Regulation no. 679/2016.

6. Data Controller

The Data Controller is the “Fondazione Bologna University Business School” having its registered office in Villa Guastavillani, Via degli Scalini 18, Bologna (BO), number of enrollment in the Register of Juridical Persons at the Prefecture of Bologna 729, page 118, vol. 5, VAT registration number 02095311201. The person delegated to provide feedback to the data subject in case of exercise of the rights under articles 15-21 of the (EU) Regulation no. 679/2016 is the Chief Operating Officer (also referred to as “C.O.O.”), whose contact data are available at the following link <https://www.bbs.unibo.eu/hp/contatti/>.

7. Data processors and communication of your data to third parties

The subjects or the categories of subjects specified in the website <http://www.bbs.unibo.it/hp/legal> are appointed as data processors pursuant to article 28 of the above-mentioned European Regulation no. 679/2016 and therefore they can process and gain knowledge of the data you have supplied.

For this purpose, please take note that BBS appoints as data processors the subjects with the following tasks:

- a) management of the relationships with customers and, more generally, with third parties, also for accounting and administrative purposes;
- b) management of communications, including marketing and promotional ones, and the supply of information, promotional and profiling services;
- c) management of its archives, including IT-based management. Among the above-mentioned subjects, appointed as external data processors, the company Salesforce.com Italy S.r.L. having its registered office in Milan, Piazzale Biancamano no. 8 already features as one, as well as the subjects that each time will carry out the activities specified under letters a), b) and c).

8. Data Protection Officer

BBS appointed its Data Protection Officer, whom you can contact at the following address: dpo@bbs.unibo.it

You can contact the Data Protection Officer for any issue relating to the processing of your personal data and the exercise of your rights resulting from the European Regulation no. 679/2016.

9. Place of data processing

BBS carries out the processing of your data in Italy.

Some of the appointed Data Processors have their own registered office or they process your personal data also in countries other than Italy but, in any case, within the European Union

10. Rights of the data subject

You can exercise the rights recognized under articles 15-21 of the European Regulation no. 679/2016, among which the right to ask the Data Controller the access to personal data, to have them rectified or deleted, as well as the limitation of processing of data related to you.

10.1 Right to object

You are also entitled to object to the processing of your data, in full or in part, under article 21 of the above-mentioned Regulation no. 679/2016, by revoking the consent to the processing at any time, without prejudice to the lawfulness of the processing based on the consent given before the revocation. The right to object cannot be exercised for those data with regard to which BBS proves the existence of prevailing lawful reasons to carry out the processing (such as accounting and administrative reasons, to exercise the defense right, etc.).

10.2 Right to data portability

You are also entitled to data portability at the conditions under article no. 20 of the Regulation 679/2016. The right to data portability consists in the right to receive, from BBS, in a structured, commonly used format and readable using an automatic device, your personal data whose processing has been performed by BBS with automated means and that was founded on an agreement or on the consent.

You are entitled to lodge a complaint with a competent supervisory authority, in compliance with article no. 77, 1st paragraph of the Reg. (EU) 2016/679, which in Italy is the "Garante per la protezione dei dati personali" (Authority for the protection of personal data).

10.3 Methods to exercise the rights

Rights can be exercised by sending a communication to the offices of the "Fondazione Bologna University Business School" as indicated at point 6 above (Data controller) or to the following e-mail address gdp@bbs.unibo.it

Acknowledging the privacy policy received, in compliance with the provisions of the law on the protection of personal data in force and, in particular, of the European Regulation n. 679/2016, the undersigned

gives his consent does not give his consent

also in compliance with law no. 633 of 1941, in order for the images in which you are captured during the lessons or the event described in the privacy policy, acquired also by way of audiovisual filming, to be processed, free of charge, to carry out the activities organized by Bologna Business School, including commercial and promotional ones, authorizing the communication, dissemination, reworking and assembling of the above-mentioned images and filming also on the Internet, with the right to create new and different multimedia contents for the same purposes described above.

gives his consent does not give his consent

to the processing of personal data for information and promotional purposes as described in the privacy policy, to be informed about events organized, activities, services, commercial and promotional offers of BBS, including the newsletter service, including through automated communication methods.

gives his consent does not give his consent

to the processing of personal data for information and promotional purposes as described in the privacy policy through profiling, allowing BBS to examine one's own personal preferences, interests, educational and professional path, CV, with the purpose of better customizing the services offered by BBS and providing customized offers and promotions; to be informed about events organized, activities, services, commercial and promotional offers of BBS, including the newsletter service, including through automated communication methods.

gives his consent does not give his consent

to the processing of personal data for information for internship and placement purposes allowing BBS to communicate to third party companies, should they ask, personal and contact data, CV and professional data, and the information related to the Course or the Master attended by the undersigned for the purpose above.

gives his consent does not give his consent

to the processing of personal data to develop statistics and market research activities described in the privacy policy, also in an aggregated form through profiling, in order to improve the offered services and evaluating the efficiency and satisfaction of the Courses, Masters or events of BBS.

DISCLAIMER: This document has been translated into English from Italian for information purposes only. In case of discrepancy between the Italian version and the English version of this document, the Italian version shall prevail.

I have come to know about the course via (select only one option):

Friend / Ex-students

Company where I work

Search in Google

Faculty

LinkedIn

Social networks

Other: _____

Bologna, _____
date

Signature _____

