

PLACE CONFIRMATION
EDUCATIONAL YEAR 2024-2025

I the undersigned

Father

Mother

Guardian or Foster Carer

Position*

*Please specify:

- a)if PD: specify TD junior or senior Researcher or if PA or PO;
- b)if a student, PhD student, research fellow: specify person code and study programme/
Department;
- c)if a temporary worker, Adjunct Professor: specify the contract end date;
- d)If you're part of External staff.

CONFIRM THE REGISTRATION FOR THE EDUCATIONAL YEAR 2022-2023 AT:

NURSERY IN VIA VALVASSORI PERONI No. 17 ;

CRÈCHE DI VIA CANDIANI No. 72.

CRÈCHE "IL BELLO DEI BIMBI"VIA GIOVANNI PASCOLI, 56

child:

surname

first name

born in

date of birth

presumed date of birth

age in September 2024

citizenship

residence address

postcode

city

resident at

(specify degree

of relationship)

to be completed only if there is a different residence from parents

National Health System

number

(for children/unborn children,

parents will provide it later along with the Tax code)

tax code

WITH THE FOLLOWING ATTENDANCE:

LEONARDO NURSERY

FT 8 AM - 6.30 PM

PT 8 AM - 1.30 PM

BOVISA CRÈCHE

FT 8 AM - 6.00 PM

PT 8 AM - 1.30 PM

"IL BELLO DEI BIMBI" CRÈCHE

FT 8 AM - 16.30 PM

PT 8 AM - 1.00 PM

DETAILS OF PARENTS/GUARDIAN/FOSTER CARER

FATHER: surname

first name
tax code
born at
on
resident in
province
address
number
post code
mail

MOTHER: surname

first name
tax code
born at
on
resident in
province
address
number
post code
mail

DATA FOR BILLING (COMPULSORY)

make the invoice to father/Guardian or Foster Carer 's address;

make the invoice to mother/Guardian or Foster Carer 's address.

The invoice includes the stamp tax of amount of 2 euro which will be pay by the recipient.

For users covered by the Politecnico Equal Opportunities programme, the invoice will be sent only for meals penalties which will be pay by the recipient.

PAYMENT OF FEES

Name

Surname

Personal Code

Office

Authorise the deduction of monthly fees directly from the salary the month after that of the attendance for the educational year 2024-2025 (only for internal staff).

Payment of fee (no later than 20th of the month after that of the attendance and **only after having received the Pagopa bulletin from Administration**).

IBAN for the reimbursement of the deposit at the end of the nursery service:

If you've problem with the form, please write to equalopportunities@polimi.it



POLITECNICO
MILANO 1863

PRIVACY POLICY ON THE COLLECTION AND PROCESSING OF DATA RELATING TO THE CONFIRMATION OF PLACE AT THE NURSERY OF THE LEONARDO CAMPUS AND AT THE CRÈCHE OF THE BOVISA CAMPUS OF POLITECNICO DI MILANO

This privacy policy is issued in accordance with Art. 13 of Regulation EU 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and in respect of the laws on personal data processing and on the free movement of such data.

Data Controller

The Politecnico di Milano Data Controller is the Director General delegated by the Pro-tempore Rector - contact: dirgen@polimi.it.

Internal processor

Chiara Pesenti, Head of Area Campus Life, Ed. 3, Piazza Leonardo da Vinci, 32, 20133 Milan, contact: chiara.pesenti@polimi.it

The data will be processed by other authorised persons who will receive instructions for that purpose in respect of current legislation.

Data Protection Officer and contact points

privacy@polimi.it - tel. 02 23999378.

Purpose of processing, legal basis, data categories and storage period.

For the purposes of applying the relevant European and national legislation (Reg. EU 679/2016, hereafter, Regulation), we inform you that your personal data and those of your child will be used for the following purposes:

Data processing purposes	Legal basis of processing	Categories of personal data processed	Storage period
Purpose 1 Confirmation of place at the Nursery of Politecnico di Milano and at the Crèche of Politecnico di Milano, for the year 2024/2025 and payments.	Consent (Art. 6, paragraph 1, letter a) and Art. 9 of Regulation EU).	<ul style="list-style-type: none">• Personal data of the parents and of the child;• Contact details;• Tax data;• Bank details;• Equivalent Economic Situation Indicator (ISEE);• Health data (disabilities) of the child.	10 years



POLITECNICO
MILANO 1863

Nature of the data

The provision of data is mandatory. Any refusal to provide the data involves the impossibility of executing the envisaged purposes and accessing the services of the Nursery and the Crèche.

Processing methods

The requested data are collected using manual and/or computerised and online tools, following organisation and processing procedures strictly related to the express purpose, and in any case in such a way as to ensure the security, integrity and confidentiality of the data. Access to the data acquired for the purpose of the confirmation of place at the nursery and is permitted only for duly authorised personnel.

The data will also be stored in paper files and in digital format for the duration of the attendance at the nurseries and subsequently for the time during which the Politecnico di Milano is subject to storage obligations for tax purposes or for other purposes envisaged by law or by the Regulation; in any case, for a period not exceeding 10 years.

Special categories of data

In specific cases, personal data belonging to special categories pursuant to Art. 9 of the Regulation, such as:

- data relating to state of health (disabilities), if disabled children use the Nursery and Crèche service. For the purposes of identifying and subsequently assigning the available places, for persons with disabilities, data will be processed by duly authorised staff relating to the type and percentage of disability;
- data relating to religious beliefs and data relating to ethnic origin. During the attendance at the Nursery and Crèche, information relating to religious beliefs and to ethnicity may randomly become known; those data will be used exclusively to satisfy the opportunity for cultural mediation and to guarantee the utmost comfort during the attendance period.

They are processed, as part of the purpose indicated in the TABLE, to allow the data subject:

- to register for the Nursery and Crèche services based upon the declared requirements.

Categories of recipients

In relation to the indicated purposes, the data may be communicated to the manager of the nursery (the company Pro.ges Scarl Via Colorno 63, 43122 Parma) as External Processor pursuant to Art. 28 of Regulation EU and the respective canteen service, identified by way of a specific public tender.

In particular, personal data may also be communicated to other public administrations, even anonymously, if the latter need to process such data for purposes within their institutional remit, as well as to all those public entities to which (if the necessary preconditions are met) the communication of personal data is required mandatorily by EU rules, laws or regulations, and to insurance companies when accident files are opened.



POLITECNICO
MILANO 1863

Transfer to non-EU countries or international Organisations

The personal data will not be transferred in any way to countries outside the EU or to any international organisation.

Rights of the data subjects

As the data subject, you may at any time ask the Controller for:

- confirmation of the existence or otherwise of personal data concerning you;
- access to your personal data and information relating to them; the rectification of inaccurate data or completion of incomplete data; the erasure of personal data relating to you (in the presence of one of the conditions indicated in Art. 17, paragraph 1 of the Regulation and in respect of the exceptions envisaged by paragraph 3 of that Article); the restriction of processing of your personal data (in the presence of one of the circumstances indicated in Art. 18, paragraph 1 of the Regulation), the transformation into anonymous form or block on data processed in violation of the law, including data whose storage is no longer necessary for the purposes for which it was collected or processed.

As the data subject, you also have the right to object in full or in part:

- on legitimate grounds, to the processing of personal data concerning you, even if relevant to the purpose for which the data was collected;
- to the processing of your personal data for the purposes of sending promotional material on training initiatives and cultural events of Politecnico di Milano.

These rights may be exercised by contacting privacy@polimi.it.

If you believe that your rights have been violated by the controller and/or by a third party, you may lodge a complaint with the Data Protection Authority, or another relevant supervisory authority under the Regulation.



POLITECNICO
MILANO 1863

DECLARATION OF CONSENT

The undersigned born in
..... on, father or guardian of the minor
..... (indicate name and surname of the minor);

The undersigned born in
..... on, mother or guardian of the minor
..... (indicate name and surname of the minor);

in accordance with the provisions contained in Regulation EU no. 679/2016 and having read the privacy policy:

1.

Consents

Does not consent

to the processing of personal data for **purpose no. 1** according to the methods indicated in the respective privacy policy.

Place and Date

Signature of the father/Person 1
guardian

Signature of the mother/Person 2
guardian