



**UNIVERSITÀ
DI SIENA
1240**

School of Economics and Management

Foundation Course in Economics and Management

Course Coordinator: Prof. Claudio Pacati (claudio.pacati@unisi.it)

Students Office: studenti.sanfrancesco@unisi.it

Program URL: fc-economics-management.unisi.it

Department of Information Engineering and Mathematics

Foundation Course in Engineering and Science

Course Coordinator: Prof. Tommaso Addabbo (tommaso.addabbo@unisi.it)

Students Office: didattica.diism@unisi.it

Program URL: fc-engineering-science.unisi.it

PARENTAL CONSENT AND STATEMENT OF RESPONSIBILITY FOR MINOR STUDENTS

[EN] NOTICE: *This document and certain documents referred to herein are drafted in Italian and/or in English. If the undersigned do not fully understand the language in which such documents are drafted, it is their sole responsibility to seek the assistance of a trusted translator in order to fully understand the content of the documents before signing this declaration.*

[FR] AVIS: *Le présent document ainsi que certains documents auxquels il est fait référence sont rédigés en italien et/ou en anglais. Si les soussignés ne comprennent pas pleinement la langue dans laquelle ces documents sont rédigés, il leur appartient exclusivement de faire appel à un traducteur de confiance afin de comprendre pleinement le contenu des documents avant de signer la présente déclaration.*

[ES] AVISO: *El presente documento y algunos de los documentos a los que se hace referencia en el mismo están redactados en italiano y/o en inglés. En caso de que los firmantes no comprendan plenamente el idioma en el que dichos documentos han sido redactados, será de su exclusiva responsabilidad recurrir a un traductor de confianza para comprender plenamente el contenido de los documentos antes de firmar la presente declaración.*

[RU] УВЕДОМЛЕНИЕ: *Настоящий документ, а также некоторые документы, на которые в нем делается ссылка, составлены на итальянском и/или английском языках. В случае если подписавшиеся лица не полностью понимают язык, на котором составлены данные документы, они несут исключительную ответственность за обращение к доверенному переводчику с целью полного понимания содержания документов до подписания настоящего заявления.*

[TR] BİLGİLENDİRME: *Bu belge ve burada atıfta bulunulan bazı belgeler İtalyanca ve/veya İngilizce dillerinde hazırlanmıştır. İmzacıların bu belgelerin hazırlandığı dili tam olarak anlamamaları halinde, işbu beyanı imzalamadan önce belgelerin içeriğini tam olarak anlamak amacıyla güvenilir bir tercümana başvurmaları tamamen kendi sorumluluklarındadır.*

1. DETAILS OF THE MINOR STUDENT

Name: _____

Surname: _____

Date and place of birth: _____

Nationality: _____

Passport / ID number: _____

2. DETAILS OF THE PARENT / PERSON EXERCISING PARENTAL RESPONSIBILITY

Parent or person exercising parental responsibility:

Name: _____

Surname: _____

Date and place of birth: _____

Nationality: _____

Residence (Full Address): _____

Email: _____

Mobile phone number: _____

Identity document (type and number): _____

Relationship with the minor: _____

The parent or person exercising parental responsibility whose details are provided above is hereinafter referred to in the following sections as “the undersigned”. By signing below, the undersigned declares that any authorization granted in this form is given with the knowledge and consent of any other person exercising parental responsibility for the minor student.

Signature of Parent / Person Exercising Parental Responsibility:

3. CONSENT TO ENROLLMENT

The undersigned hereby gives their express consent to the enrollment of the above-mentioned minor in the Foundation Course at the University of Siena.

4. PROCESSING OF PERSONAL DATA

The University of Siena's privacy policy on the processing of personal data is compliant with European regulations and is available, in Italian, at the following link:

<https://www.unisi.it/ateneo/adempimenti/privacy>

The undersigned acknowledges that the University of Siena will process the personal data of the minor student and of the person or persons exercising parental responsibility, including, but not limited to, full name, date and place of birth, nationality, email address, phone numbers, domicile in Italy, and copies of identity documents, for administrative, academic, organizational, immigration-related, and minor-protection purposes. Such processing may include, where necessary, requesting the assignment of an Italian Tax Code (Codice Fiscale) to the minor student from the Italian Revenue Agency (Agenzia delle Entrate) and transmitting the personal data and supporting documents required for that purpose, in accordance with applicable data protection laws.

5. CONSENT TO THE COLLECTION AND USE OF IMAGES, VIDEO AND AUDIO MATERIAL

Please mark (X) the option that applies.

() The undersigned does not authorize the University of Siena to take, reproduce, or use photographs of the minor student, or to make, reproduce, or use video and/or audio recordings of the minor student, for educational or promotional purposes related to the activities of the Foundation Course and the University of Siena. The minor student may therefore be excluded from photographs, recordings, or other media produced in connection with certain educational or promotional activities. This may limit the minor student's participation in, or inclusion in, specific activities or materials that necessarily involve photography or audio/video recording.

() The undersigned authorizes the University of Siena to take, reproduce, and use photographs of the minor student, and to make, reproduce, and use video and/or audio recordings of the minor student, exclusively for educational and promotional purposes related to the activities of the Foundation Course and the University of Siena.

This authorization is voluntary and may be withdrawn at any time by written notice. Withdrawal shall not affect any use of the material made before the University receives such notice.

Signature of Parent / Person Exercising Parental Responsibility:

Signature of the Minor Student, for acknowledgment and consent:

6. DESIGNATION OF A TRUSTED ADULT RESIDING IN ITALY

The undersigned parent or person exercising parental responsibility hereby designates the following trusted adult, **who is at least 18 years of age and lawfully resides in Italy**, as a local point of contact. This person may be contacted in the event of an emergency and may provide assistance to the minor student, thereby supporting the parents in carrying out their parental responsibilities while the student is in Italy.

TRUSTED ADULT

Name: _____

Surname: _____

Date and place of birth: _____

Nationality: _____

Residence in Italy (Full Address): _____

Italian Tax Code (Codice Fiscale): _____

Mobile phone number(s): _____

Email: _____

Relationship with the minor:

() Relative. Please specify: _____

() Family friend

() Professional appointed by the family

() Other. Please specify: _____

ACKNOWLEDGMENT BY THE TRUSTED ADULT

I acknowledge and accept my designation as the minor student's trusted adult and local point of contact. I confirm that I have received, read and understood the Privacy Notice for the Trusted Adult Residing in Italy.

Place and date: _____

Signature of the Trusted Adult:

7. COMMUNICATION OF DOMICILE AND CONTACT DETAILS – OBLIGATION TO UPDATE

The undersigned declares that:

- They have communicated the intended domicile of the minor.
- They have provided the mobile phone number of the minor and of the trusted adult residing in Italy.

Student's intended domicile in Italy (full address and contact details):

Student's mobile phone number(s):

They further undertake **to promptly communicate any change in the above information** to the Course Coordinator or the University Offices, either directly or through the minor student.

8. HEALTH INSURANCE AND MEDICAL COVERAGE

The undersigned confirms that the minor student must be covered, for the entire duration of their stay in Italy, **by adequate health insurance for illness and accidents, or alternatively be duly enrolled in the Italian National Health Service (Servizio Sanitario Nazionale – SSN).**

They further acknowledge that:

- the existence and continuity of valid health insurance coverage are the sole responsibility of the parents;
- any medical expenses, emergency care, hospitalization, or related costs not covered by insurance shall remain entirely at the parents' expense.

The undersigned expressly acknowledges that the absence, inadequacy, or interruption of health insurance coverage may prevent the minor from fully participating in academic activities and from completing residence permit procedures.

9. ACKNOWLEDGMENT OF THE FOUNDATION COURSE REGULATIONS

The undersigned declares that they:

- Have carefully read and understood the Regulations of the Foundation Course.
- Have ensured that the minor student has also read and understood such regulations.
- Accept all the academic, organizational, and disciplinary rules set forth therein.
- Accept the specific obligations related to attendance, communication, cooperation, and supervision provided therein.

The Foundation Course regulations are available on the relevant program websites, at the links provided on the first page of this document.

10. AUTHORIZATION TO PARTICIPATE IN EDUCATIONAL AND WELCOME ACTIVITIES

The undersigned hereby authorizes the minor student to participate in all educational activities, orientation events, welcome initiatives, social, cultural, and integration activities organized or promoted by the Foundation Course and/or by the University of Siena, both on and off campus.

They acknowledge that such activities are an integral part of the educational experience and student integration process.

They further declare that the minor's participation in such activities shall remain under the responsibility of the person or persons exercising parental responsibility.

11. FINAL DECLARATION OF RESPONSIBILITY

The undersigned formally acknowledges and declares that **they remain fully and exclusively responsible for the minor student from both a legal and parental standpoint.**

They further acknowledge that the University of Siena:

- Does not assume parental responsibility or legal guardianship of the minor.
- Performs only its institutional duties relating to academic activities and student safety, including any reporting obligations required by applicable law.
- Does not advance or anticipate any expenses on behalf of the minor.
- Does not provide, guarantee, or arrange any form of health insurance or medical coverage for the minor.

12. EFFECTS OF REACHING THE AGE OF MAJORITY

Upon reaching 18 years of age, the student will personally exercise all rights and assume all responsibilities relating to their participation in the Foundation Course. Any authorization having continuing effect will remain valid after the student reaches the age of majority unless and until it is modified or withdrawn by the student.

13. SIGNATURE

By signing below, the undersigned confirms that they have carefully read and understood this document and that they make all declarations, grant all authorizations, and accept all obligations set forth in Sections 3 through 11.

Place and date: _____

Signature of Parent / Person Exercising Parental Responsibility:

Signature of the Minor Student (for acknowledgment):

ATTACHMENTS

- Copy of the identity document of the parent or person exercising parental responsibility
- Copy of the identity document of the designated trusted adult residing in Italy, together with a copy of their valid Italian residence permit, if applicable

SUBMISSION DEADLINE

This form, together with the required supporting documents, must be completed, signed, and submitted **to the Students Office responsible for the relevant Foundation Course, using the email address provided on the first page of this document**, before the minor student's enrollment is finalized.

NOTICE: If the student's domicile in Italy, Italian contact details, or the details of the designated trusted adult are not yet available at that time, the relevant sections must be completed or updated no later than fifteen calendar days after the student begins attending classes.

Failure to complete or update the relevant sections within the specified deadline will result in an administrative hold being placed on the student's record until all missing information has been provided and all required supporting documents have been submitted. While the hold is in effect, the student may not register for examinations or obtain certificates or other official documents relating to the Foundation Course.

PRIVACY NOTICE FOR THE TRUSTED ADULT RESIDING IN ITALY

Pursuant to Articles 13 and 14 of Regulation (EU) 2016/679

This Privacy Notice explains how the personal data of the person designated as the minor student's Trusted Adult Residing in Italy will be processed by the University of Siena.

1. DATA CONTROLLER

The Data Controller is the University of Siena, with a registered office at Banchi di Sotto 55, 53100 Siena, Italy, represented by the Rector pro tempore.

Contact details:

Email: rettore@unisi.it

Certified email – PEC: rettore@pec.unisipec.it

The University's current institutional privacy information identifies the University of Siena as Data Controller and provides these contact details.

2. DATA PROTECTION OFFICER

The University of Siena's Data Protection Officer – DPO/RPD may be contacted regarding any matter concerning the processing of personal data or the exercise of data protection rights.

Contact details:

Email: rdp@unisi.it

Certified email – PEC: rdp@pec.unisipec.it

3. CATEGORIES AND SOURCE OF THE PERSONAL DATA

The University may process the following personal data relating to the Trusted Adult:

- name and surname;
- date and place of birth;
- nationality;
- residential address in Italy;
- Italian Tax Code – Codice Fiscale;
- telephone number and email address;
- relationship with the minor student;
- information contained in the identity document;
- where applicable, information contained in the Italian residence permit;
- signature and any other information voluntarily provided in communications with the University.

The data may be obtained:

- directly from the Trusted Adult;
- from the parent or person exercising parental responsibility who designates the Trusted Adult;
- from the minor student, where necessary to update contact details;
- from documents submitted in support of the designation.

4. PURPOSES OF THE PROCESSING

The personal data will be processed for the following purposes:

- a. verifying the identity, age and contact details of the person designated as the Trusted Adult;
- b. verifying, where necessary, that the designated person lawfully resides in Italy;
- c. recording and managing the designation of the Trusted Adult as the minor student's local point of contact;
- d. contacting the Trusted Adult in the event of an emergency or where assistance, information or

cooperation concerning the minor student is reasonably required;

e. supporting the person or persons exercising parental responsibility while the minor student is residing and attending the Foundation Course in Italy;

f. carrying out the University's institutional and administrative duties relating to the enrollment, attendance, protection, safety and welfare of minor students;

g. complying with applicable legal, administrative and regulatory obligations;

h. establishing, exercising or defending legal claims and responding to requests from competent public authorities.

5. LEGAL BASIS OF THE PROCESSING

The processing is carried out because it is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the University.

Where applicable, the processing may also be necessary:

- for compliance with a legal obligation to which the University is subject;
- in order to protect the vital interests of the minor student or of another natural person in an actual emergency;
- for the establishment, exercise or defence of legal claims.

The processing described in this notice is therefore not based on the consent of the Trusted Adult. The signature placed on the designation form confirms receipt and acknowledgment of this Privacy Notice and acceptance of the designation; it does not constitute consent as a legal basis for the processing.

6. NATURE OF THE PROVISION OF PERSONAL DATA

The provision of the personal data and supporting documents indicated in the designation form is necessary in order for the University to verify and record the designation of the Trusted Adult and to contact that person when required.

Failure to provide the necessary information or documentation may prevent the University from recognizing the person as the minor student's Trusted Adult and local point of contact.

The designation form already provides that failure to supply or update the Trusted Adult's details and supporting documents within the prescribed deadline may result in an administrative hold being placed on the minor student's record.

7. METHODS OF PROCESSING

The data will be processed using paper-based and electronic means, in accordance with the principles of lawfulness, fairness, transparency, accuracy, data minimisation, purpose limitation, security and confidentiality.

The data will be accessed only by University personnel authorized to process them and only to the extent necessary for the performance of their duties.

No automated decision-making or profiling is envisaged in relation to the Trusted Adult.

8. RECIPIENTS OF THE PERSONAL DATA

The personal data may be disclosed, where necessary, to:

- authorized University personnel, including the relevant Students Office, the Foundation Course Coordinator and other University offices involved in the management and protection of minor students;
- service providers acting as data processors on behalf of the University, including providers of document-management and information-technology services;
- public authorities, law-enforcement authorities, emergency services, healthcare services or other competent bodies, where communication is required by law or is necessary to protect the minor student or another person;
- legal advisers or other professionals where necessary for the establishment, exercise or defence of legal claims.

The data will not be disseminated or made publicly available.

9. TRANSFERS OUTSIDE THE EUROPEAN ECONOMIC AREA

Any transfer of personal data to a country outside the European Economic Area or to an international organization, should such a transfer become necessary, will be carried out in accordance with Chapter V of Regulation (EU) 2016/679 and with the safeguards required by applicable data protection law.

10. RETENTION PERIOD

The data will be retained for the duration of the Trusted Adult's designation and for as long as the student participates in the Foundation Course as a minor.

Thereafter, the data may be retained only for the period required by applicable legislation, the University's document-retention rules and the need to establish, exercise or defend legal claims.

The data will not be retained for longer than is necessary for the purposes for which they were collected.

11. RIGHTS OF THE DATA SUBJECT

Under the conditions and within the limits established by Regulation (EU) 2016/679, the Trusted Adult may exercise the following rights:

- the right to obtain confirmation as to whether their personal data are being processed and to obtain access to those data;
- the right to obtain the rectification of inaccurate or incomplete data;
- the right to request the erasure of personal data, where applicable;
- the right to request restriction of processing;
- the right to object to processing based on Article 6(1)(e), on grounds relating to their particular situation;
- the right to data portability, where applicable;
- the right to obtain information concerning the source of the data where the data were not collected directly from them.

Requests may be submitted to the University of Siena as Data Controller or to its Data Protection Officer using the contact details indicated above.

The Garante confirms that data subjects may exercise the rights provided for in Articles 15–22 GDPR and may

request information concerning the purposes, categories of data, recipients and retention period.

12. RIGHT TO LODGE A COMPLAINT

The Trusted Adult has the right to lodge a complaint with the Italian Data Protection Authority – Garante per la protezione dei dati personali if they consider that the processing of their personal data infringes Regulation (EU) 2016/679 or other applicable data protection legislation.