

**INFORMATION ON THE PROCESSING OF PERSONAL DATA**

(Art. 13 of EU Regulation 679/2016)

The processing of the data provided in connection with the use of the preschool enrolment service is disciplined by principles of correctness, lawfulness, transparency, appropriateness, relevance and limitation in relation to the purposes for which they are processed and the protection of confidentiality and rights.

**Data Controller:** the Data Controller is Istituto Comprensivo Duca d'Aosta C.F. 94065690037, Baluardo Massimo d'Azeglio, 1 Novara, Tel. 0321/629022, PEO: [noic826004@istruzione.it](mailto:noic826004@istruzione.it) PEC: [noic826004@pec.istruzione.it](mailto:noic826004@pec.istruzione.it)

**Data Protection Officer:** the role of DPO has been assigned to Ms Martina Marchetti, lawyer, who can be reached at the following addresses: Company Labor Service s.r.l. with registered office in Novara (NO), via Righi n. 29, Phone number 0321.1814220, e-mail: [privacy@labor-service.it](mailto:privacy@labor-service.it) pec: [pec@pec.labor-service.it](mailto:pec@pec.labor-service.it)

**Legal basis and purpose of processing**

The processing of common and special personal data (art. 9 GDPR) of the Data Subject is lawful and undertaken without the latter's express consent insofar as it is necessary for the performance of a task of public interest and relevant under the combined provisions of art. 6, lett. e) and 9, lett. g) of the GDPR (education and training in schools); the processing is also lawful insofar as it is necessary for the fulfilment of the legal obligations to which the Data Controller is subject The data provided are collected by filling in the relevant application form and processed in order to ensure the performance of institutional tasks in school-related matters. Specifically, common personal data such as name, surname, date of birth, tax code, address of residence will be processed. Special categories of data referred to in Art. 9 of the Rules and Regulations and, in particular, data on the state of health and any disabilities to ensure the provision of support for disabled pupils and for class composition. The data needed for the enrolment are kept by the school that accepted the enrolment for the time needed to carry out its institutional purposes.

**Transfer of personal data to third countries or international organisations**

There are no transfers of personal data to third countries or international organisations.

**Rights of data subjects**

Regulation (EU) 2016/679 gives data subjects the following rights:

- a) right of access (Art. 15 of Regulation (EU) 2016/679), i.e. to obtain in particular
- confirmation of the existence of personal data,

- the origin and categories of personal data, the purpose and method of their processing,
- the logic applied in case of processing by electronic means,
- the identification details of the Data Controller, the Data Processor and

the subjects or categories of subjects to whom the data have been or may be communicated,

- the retention period;

b) right of amendment (Art. 16 of EU Regulation) 2016/679);

c) right to deletion (Art. 17 of EU Regulation) 2016/679);

d) right to restriction of processing (Art. 18 of EU Regulation 2016/679);

e) right to data portability (Art. 20 of EU Regulation) 2016/679);

f) right of objection (Art. 21 of EU Regulation) 2016/679);

g) the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her

or similarly significantly affect him or her (Art. 22 of EU Regulation 2016/679).

In relation to the processing of data concerning you, you may contact the Data Controller to exercise your rights.

**Right of Complaint**

If data subjects consider that the processing of personal data relating to them is carried out in violation of the provisions of EU Regulation 679/2016, they have the right to lodge a complaint with the Garante, as provided for in Art. 77 of EU Regulation 679/2016 itself, or to take appropriate legal action pursuant to Art. Art. 79 of EU Regulation 679/2016.

**Signatures for acknowledgement** \_\_\_\_\_

\_\_\_\_\_

**ISTITUTO COMPRENSIVO DUCA D'AOSTA  
ENROLMENT IN LAZZARINO KINDERGARTEN A. S. 2024/2025**

<b>PUPIL DATA</b>
SURNAME _____
NAME _____

I, the undersigned \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ as:

parent(s) exercising parental authority

custodial parent(s)

guardian(s)

other (specify): \_\_\_\_\_

1. request(s) that their child be enrolled for the year **2024/2025** in Kindergarten

2. To this end, we declare/affirm:

- that he/she has not applied and is not applying for enrolment in any other pre-school

• that he/she attended nursery school \_\_\_\_\_ address \_\_\_\_\_

• that he/she attended micro-nursery \_\_\_\_\_ address \_\_\_\_\_

• that he/she attended the playground \_\_\_\_\_ address \_\_\_\_\_

• that he/she was born in \_\_\_\_\_ (province) \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Tax code.: \_\_\_\_\_

• resides in \_\_\_\_\_ Street \_\_\_\_\_ n. \_\_\_\_

• lives in \_\_\_\_\_ Street \_\_\_\_\_ n. \_\_\_\_

**(indicate domicile only if not the same as residence)**

• is a  Italian.....citizen:  is a (specify) .....citizen:

• telephone numbers: \_\_\_\_\_

E-mail addresses \_\_\_\_\_

Expressly requests/request the following school time (available in school building)1:

Access from 8.00 am to 9.00 am, pick up from school at 1.15 pm - 1.30 pm

Access from 8.00 am to 9.00 am, pick up from school at 2.45 pm - 3 pm

Access from 8.00 am to 9.00 am. pick up from school at 3.45 pm - 4.00 pm

**PRE- and POST-SCHOOL: (SERVICE WITH FEE)**

Upon request of a specific number of families, activation of the service can be proposed to the municipality with regard to early access at 7.30 a.m. and late pick up from school at 4.30 p.m.

YES  NO

Intends/intend to make use of early education (for those born before 30 April 2022) subject to the availability of places and the existence of the requirements set out in the Protocol available on the School website in the Documents/Regulations section

Date \_\_\_\_\_ / \_\_\_\_\_ /2024

1. Attendance in the afternoon only is not possible

## PARENTS' BIOGRAPHICAL DATA

FATHER	
SURNAME: _____	NAME _____
PLACE OF BIRTH: _____ (prov.) _____	DATE OF BIRTH: _____
TAX CODE: _____	

MOTHER	
SURNAME: _____ <small>(for mother report maiden name)</small>	NAME _____
PLACE OF BIRTH: _____ (prov.) _____	DATE OF BIRTH: _____
TAX CODE: _____	

### ADDITIONAL INFORMATION (for ranking in case of excessive number of applications)

- Holds a disability certificate
- Single parent family
- Both working parents (self-certification - see box with acceptance criteria)
- Presence of siblings attending the same school name \_\_\_\_\_ class section/unit/form \_\_\_\_\_
- Grandparents living in neighbouring areas (grandparents' address \_\_\_\_\_)
- Parent's place of work near the school (self-certification - see acceptance criteria box)

The undersigned declares that he/she is aware of the civil and criminal consequences of signing this application and that such signature is a self-certification in accordance with Presidential Decree 28/12/2000 No. 445 as amended for all data contained in this form (consisting of four pages).

Date \_\_\_\_ / \_\_\_\_ / 2024

Parent or legal guardian's signature2 \_\_\_\_\_

Parent or legal guardian's signature2 \_\_\_\_\_

2. *In the light of the Civil Code provisions on parentage, the request for registration, being part of parental responsibility, must always be shared by the parents. If the application is signed by only one parent, it is understood that the choice of educational institution has been shared.*

## EXERCISE OF THE RIGHT TO CHOOSE WHETHER OR NOT TO RECEIVE CATHOLIC RELIGIOUS EDUCATION

Given that the Italian Government ensures Catholic religious education in schools of all grades in accordance with the agreement amending the Lateran Treaty, herewith you ask the school authority for the right to choose whether or not to receive Catholic religious education.

**The choice made at the time of registration is effective for the entire three-year period**

### CHOICE OF

- RECEIVING** Catholic religious education
- NOT RECEIVING** Catholic religious education and asking for other educational activities

Date \_\_\_\_ / \_\_\_\_ / 2024

The undersigned declares that he/she is aware of the civil and criminal consequences of signing this application and that such signature is a self-certification in accordance with Presidential Decree 28/12/2000 No. 445 as amended for all data contained in this form (consisting of four pages)

Parent or legal guardian's signature3 \_\_\_\_\_

Parent or legal guardian's signature3 \_\_\_\_\_

3. *In the light of the Civil Code provisions on parentage, the request for registration, being part of parental responsibility, must always be shared by the parents. If the application is signed by only one parent, it is understood that the choice of educational institution has been shared.*

CRITERIA FOR ACCEPTING APPLICATIONS	
Adopted by the School Council with Resolution No. 48 of 21 December 2022	
I	<b>Registration received within the deadline set by the Ministry of Education.</b>
II	<b>Exhaustion of the waiting list.</b>
III	<b>A resident pupil who is certified as disabled, with functional and/or social impairments proven or certified by the structures delegated to personal services (ASL (Italian Health System), court, municipality).</b>
IV	<b>Pupil with single-parent family.</b>
V	<b>Pupil living in the immediate vicinity of the school (distance less than 1.5 km).</b>
VI	<b>Pupil attending nursery school close to the school.</b>
VII	<b>Pupil with both working parents.</b>
VIII	<b>Pupil with siblings attending the school in the year of enrolment.</b>
IX	<b>Pupil with grandparents living nearby (distance less than 1.5 km).</b>
X	<b>Parents' place of work nearby (distance less than 1.5 km).</b>
XI	<b>Pupil residing in another municipality</b>
XII	<b>Pupils born before 31 January of the year following the start of the school year</b>
XIII	<b>Early school leavers born by 30 April of the year following the start of the school year</b>

LUNCHROOM SERVICE: Organised by the municipal administration. Enrolment will only take place **ONLINE and only on PC (no mobile phones)**, For further information please see the website of the Municipality of Novara-Topic Areas-Education and Education (Comune di Novara-Aree Tematiche-Educazione e Istruzione) and call 0321/3703586 after 11.30 a.m