



# **REGISTRATION FORM page 1**

**fill in and send by mail to:**  
**secretary@fondazioneguidobernardini.org**

## **Course “Organizing and operating activities in a rodent animal facility”**

**IT IS MANDATORY TO INCLUDE THE CV TO APPLY FOR THE COURSE.**

Applications submitted without supporting documents and requested information will be incomplete and not considered.

Name

Organization/Company

E-mail address

Administration Manager E-mail

Invoice Address

City

State

Postcode

Phone

Mobile

VAT Registration Number (if your application is on behalf of an Italian Public Institution, please provide: Codice Univoco Ufficio, Codice CIG and Split Payment)  
(If you are an individual please provide the National Identification Number; date and place of birth)

We would like to circulate a list of participants (name and e-mail address) at the course, please tick here if you wish to be included on this list.

**REGISTRATION FEE**      **700€ + 22% VAT**

The Registration Fee includes:

Participation in the scientific program  
Welcome dinner

Coffee breaks

Training supplementary material

Meals during the meeting

**The course will only run if we have reached the minimum number of participants within 4 weeks of the course commencement.**

### **Policy**

FGB reserves the right to cancel or re-schedule courses and to change instructors. Please be advised that in the event of a course cancellation, FGB is not responsible for airfare penalties or other travel related expenses you may incur.

**The course confirmation will be accompanied by the Order Acknowledgement with payment details.**

The invoice will be issued within 10 days after the course confirmation and cannot be changed, so please make sure you have provided us with the correct information (to be checked on the Order Acknowledgement). Only digital version of invoices will be sent to participants.

**Payment of the fee is due before course commencement.** Bank fee on your side

**Cancellation policy:** All cancellations must be made by writing (email or fax) to the secretary. Payment of the balance of the course is due, in full, for cancellation received after invoice raising.

Registrants who fail to attend without advance notice are liable for the entire course fee.



## INFORMATION TO PARTICIPANTS EVENTS/COURSES PURSUANT TO ART. 13 REG. EUR. 679/2016 (GDPR)

Fondazione Guido Bernardini, based in Milan, Via Manfredo Camperio, 10 as Holder/Data Controller, pursuant to Article 13 of the European Reg. No. 679/2016, herewith informs you about the following:

### SOURCE AND CATEGORY OF DATA

Your personal data are collected from the information you provide us with by completing the registration form and consists of common data such as, for example, personal data, name and surname, residence, telematic and telephone references, as well as data referring to you and/or to your Employer.

### PURPOSE AND LEGAL BASIS

The data concerning you or your Employer can be processed for the following purposes:

- allow participation in the course / event / conference / workshop (free or paid);
- allow participation in the course / event / conference / workshop (free or paid) organized at / in collaboration with third parties, residing in EU countries and EXTRA EU, the Foundation collaborates with for the organization and execution of the same;
- fill in the attendance register and issue attendance certificates;
- execution of the related management, administrative and accounting obligations with any reimbursement of expenses where previously agreed;
- fulfillment of legal obligations;
- any defensive needs;
- computer/IT and physical security (to facilitate access to the offices/location where courses are held);
- promotion of events organized by the Foundation, in the case of your specific consent (via mailing).

The legal basis of the treatment is, therefore, mainly constituted by the fulfillment of contractual obligations, legal obligations, legitimate interest and, only marginally, consensus.

Treatments for legitimate interest include treatment for defensive purposes and those for information security purposes for the protection of your data and physical security.

With regards to the data processing based on consent, it can always be revoked, easily and gratuitously, by the interested party using the email below. The revocation will imply as a sole consequence the lack of possibility for the Holder to continue the data processing for which you have revoked your consent. The revocation does not affect previous treatments performed. Therefore, in each promotional email, you will be notified how to exercise the right to object to the treatment.

You have the right to oppose the processing for legitimate interest in cases provided by law where you are the bearer of a particular situation. In this case, the Holder/Data Controller refrains from further processing of personal data unless he demonstrates the existence of binding legitimate reasons to proceed with the processing that prevail over the interests, rights and freedoms of the interested party or for the assessment, the exercise or defense of a right in court.

### COMMUNICATION AND METHOD OF PROCESSING

The data processing will be done by manual and / or computerized and telematic tools, however, suitable to guarantee the security and confidentiality of the data. The provision of data is optional, but necessary for the execution of the existing contract.

### DATA TRANSFER

Your data can be communicated to:

- the Bank for payment of any reimbursement of expenses;
- the insurance company for any damages that may occur to activate the claim for damages;
- auditors for accounting and tax legal obligations;
- the consulting office for administrative, accounting, tax and legal management;
- Public administrations for fulfilling legal obligations;
- subjects who rent spaces where events are held, for security purposes and to allow them to participate in the event;
- third parties with whom the Foundation collaborates in the organization and execution of courses / events
- suppliers who deal with the printing of participation certificates or other suppliers that provide services strictly related to their participation in the event (eg travel agencies, hotels, etc.);
- third parties to ensure the exercise of the right of defense (law firms) or judicial authorities to fulfill orders of the same.
- The data in question may be disclosed to other parties only if necessary for the purposes of prevention, assessment or repression of crimes, in compliance with the rules governing the matter.

### DIFFUSION AND EXTRA EU TRANSFER

Your data may be disseminated both for promotional purposes, in the case of your specific consent, and for the satisfaction of moral rights of authors (eg publication on the website of intellectual works you have written).

Your data will not be disseminated.

Some of your data may also be communicated to non-EU countries for the purpose of allowing your participation in the course / event / conference / workshop (free or paid), which are organized by the Foundation in collaboration with and / or at third parties, residing in EXTRA-EU countries, and only if necessary to follow up on your application for the registration in the same. This transfer is necessary to fulfill the obligations related to the execution of the applicant's purchase contract and aimed at participating in the course / event / conference / workshop (free or paid) provided by the Foundation and organized in collaboration with and / or at third parties, residing in EXTRA countries. Therefore, it is not necessary to consent to the Extra-EU transfer as it will only be carried out where necessary to allow participation in the course.

### DATA STORAGE

The data concerning you or your Employer will be kept for the period strictly necessary for the fulfillment of legal obligations, contractual obligations and, possibly, for the exercise of the right of defense of the Holder. It follows that the data storage will last for ten years from the date of termination of the contractual relationship while the accounting documentation can be kept until the eleventh year to allow the administration department to carry out the controls due by the applicable law. These periods may be extended for defensive needs of the Holder/Data Controller when a judicial proceeding connected to the contractual relationship is activated.

### THE RIGHTS OF THE INTERESTED

At any time, you can contact the Holder at [finance@fondazioneguidobernardini.org](mailto:finance@fondazioneguidobernardini.org) to exercise the rights of access, rectification, cancellation, limitation of processing, data portability, opposition and other rights under Articles. 15 and subsequent of the European Regulation GDPR. The same rights may be exercised by writing to the office of the Holder indicated above and specifying, preferably, in the subject "PRIVACY".

Furthermore, you can lodge a complaint before Privacy Authority in Rome, P.zza Venezia, [www.garanteprivacy.it](http://www.garanteprivacy.it).

Having read the information provided above pursuant to art. 13 of GDPR

I agree

I do not agree

to the processing of my data for advertising / promotional purposes, including the e-mail address, pursuant to art. 6 of the GDPR and of the art. 130 of Legislative Decree 196/2003, to receive promotional material related to new courses or initiatives provided by the Holder.

Place and date:

Signature: