



**ITALIAN LANGUAGE UPSKILLING COURSES
FOR PRIMARY TEACHERS**

Enrolment Form – Autumn 2026

Object: Request of enrolment for an Italian Language Upskilling course in Autumn 2026.

Full Name:

Name and Address of the school where you work:

Teaching Council Registration Number: _____

School Roll Number: _____

Personal Address:

Email:

Mobile Phone:

Home Phone:

Have you attended any Italian course before? _____

If so, in which school/institution and for how long? _____

I declare to allow the processing of personal data by the Institute pursuant to the REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and in compliance with the Data Protection Act 1998/2003 (Ireland) for purposes related to the execution of this Act.

Signature _____ Date: _____

Privacy Notice – GDPR In compliance with art. 13 of the General Data Protection Regulation – Reg. UE 679/2016 (“GDPR”)

The purposes and methods concerning the processing of your personal data in our possession as a user of the services at the Italian Institute of Culture is in compliance with the lawfulness requirement set out in art. 6 b) of the GDPR, and it follows the principles of legitimacy, appropriateness and transparency in order to safeguard your fundamental rights as a natural person

To this end, we provide you all due information:

1. The Data Controller and Processor is the Italian Ministry of Foreign Affairs and International Cooperation (MAECI), which is acting, in the specific case, through the Institute of Italian Culture in Dublin, 11 Fitzwilliam Square East, Dublin 2.
2. Queries and complaints can be addressed to the MAECI Data Protection Officer (DPO), whose contact details are the following
Postal address: Ministero degli Affari Esteri e della Cooperazione internazionale, Piazzale della Farnesina 1, 00135 ROMA; phone number: 0039 06 36911, e-mail: rpd@esteri.it; pec: rpd@cert.esteri.it.
3. Your Personal Data will be processed for the following purposes only: administrative and accounting activities, advertising of events organised by the IIC, insertion in the list of recipients of our weekly newsletter upon approval, promotion of Italian language courses, availing of library loans, processing requests of bursary to attend Italian language courses in Italy.
4. The provision of Personal Data for the purposes listed in point 3 is necessary to avail of the services listed. Refusal of consent to process Personal Data will prevent users from accessing said services.
5. The Personal Data processing will be carried out by electronic, automated and/or manual instruments, with methods and tools ensuring maximum security and confidentiality, by persons authorized to do so in compliance with the requirements of article 29 of the GDPR.
6. The Personal Data collected will be treated confidentially and will not be disseminated. These data will not be shared with third parties.
7. Personal Data will be kept for a period not exceeding three years for the purposes for which data were collected and subsequently processed, in compliance with art. 5.1 e) of the GDPR. Every three years the Institute will contact users to verify whether they wish their data to be kept or removed from our databases.
8. In accordance to art. 15 et seq. GDPR, the Data Subject has the following rights toward the Data Controller: access to Personal Data; rectification or erasure of Personal Data; restriction of processing; right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. The Data Subject can exercise the above mentioned rights by contacting the Data Controller at the Institute, who will inform the pertinent DPO within MAECI.
9. The Data Subject also has the right to file a complaint before DPO for the MAECI. Alternatively, they can contact Garante italiano per la Protezione dei Dati personali (Piazza di Montecitorio 121, 00186 ROMA, phone number: 0039-06696771, e-mail: garante@gpdp.it, pec: protocollo@pec.gpdp.it).

IMPORTANT – PLEASE READ: By signing this form, you consent to Istituto Italiano di Cultura Dublino and PPLI using your data for communication purposes in accordance with applicable data protection laws, including GDPR, and to send you relevant updates and information.

Signature _____ Date: _____