

EXECUTIVE COURSE IN LEADING WITH PURPOSE

Enrolment form

PART A

CUSTOMER'S PERSONAL DETAILS

Surname _____ First Name _____

Fiscal Code _____

Date of birth _____ Place of birth _____ Country _____

Home address _____

City _____ Country _____ Postal Code _____

Phone _____ E mail _____

Academic qualification _____

Company _____

Company position _____

Professional Background

General Management & Consultant Sales & Marketing Accounting, Finance and Administration Procurement Operations & SCM IT HR R&D

Work experience in years _____

PART B

SPONSORING COMPANY DETAILS

Sponsoring Company _____

Company address _____

VAT number _____

Industrial sector

Manufacturing Media & Communication Finance IT services Pharma Other (specify: _____)

Company contact _____

HR / Training manager Area / Business Unit Manager Owner / President Other (specify: _____)

Phone _____ E mail _____

The invoice is to be sent to (if different from the address on the invoice):

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General Conditions

DECLARATION

The sponsoring Company declares to have read and accepted the conditions regulating the admission and participation of the candidate to the seminar in question. The Company also declares that the information contained in this application is complete and accurate.

If the application is accepted, payment of the registration fee must be made by:

the participant's Company the participant

SUBSCRIPTION FEE

- Full Course: **2500 EUR + VAT**

CONCESSIONS

We offer the **25% discount** for MIP Alumni (flag if applies)

We offer the **Early Bird 20% discount** for enrolment prior to 30 days before the start of the Course (flag if applies)

PAYMENT METHOD

The Tuition Fee for the Full Program is to be paid by the Participant and, where appropriate, by the Sponsor before the start of the program.

Copy of payment must be sent by email to executive@mip.polimi.it.

CHANGES TO THE PROGRAMME

Politecnico di Milano reserves the right to postpone or cancel scheduled seminars, and will advise the parties concerned by fax or email within 3 working days from the start of the seminar. In this case, MIP Politecnico di Milano will reimburse the amount received with no further liabilities. MIP Politecnico di Milano also reserves the right to modify the programme of the seminar and/or substitute the indicated teachers for administrative requirements.

WITHDRAWAL/ CANCELLATION PROCEDURE

If the person enrolled on the course cannot attend, we are always pleased to accept his or her colleague in replacement, as long as we are informed of the name change by email at least one day before the date of the course. Registration can be cancelled up to 7 working days before the start of the seminar, communicating this decision both by email to executive@mip.polimi.it and by registered post with acknowledgement of receipt. In this case, the entire sum paid will be reimbursed. In the event that withdrawal from the course is communicated after this date or effectively takes place with the participant failing to attend, the entire sum is then due.

MIP POLITECNICO DI MILANO BRAND

The MIP Politecnico di Milano trademark is the exclusive property of MIP Politecnico di Milano and cannot be used without the express written agreement between the parties.

PROHIBITION OF THE USE OF TEACHING MATERIAL

Teaching material designed and produced by MIP Politecnico di Milano that is given to people attending the seminar cannot be passed on to third parties, reproduced without authorisation or published, including in digital form, and is expressly acknowledged as being the property of MIP Politecnico di Milano. Any breach of this clause entails the right, on the part of MIP Politecnico di Milano, to compensation for losses resulting from the illicit use of this material, in compliance with the law.

COMPETENT JURISDICTION

Any dispute relating to the interpretation or execution of these terms set out in this proposal shall be settled exclusively by the Court of Milan.

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DOCUMENTATION REQUIRED ACCORDING TO THE CODE FOR THE PROTECTION OF PRIVACY

Legislative Decree no. 196 of 30 June 2003 ("Personal Data Protection Code") protects the confidentiality of personal data and imposes a number of obligations on those who process such third party information. One of the most important legal requirements is the duty to ensure that the data subjects have been informed on this subject and to obtain their permission to handle their personal data. Whereas the data processing will be carried out following the principles of correctness, legality and transparency and in the protection of your privacy and rights, in view of the above and under Article 13, we wish to inform you of the following:

- a) Information provided by you will be used exclusively for the following purposes:
- 1) Plan, organise, promote and manage the administration of teaching initiatives; select participants and assess their preparation; promote group spirit and document classroom work; help realise work placements, internships and project work; support participants in finding employment or outplacement opportunities;
 - 2) stipulate agreements with hotels, companies, organisations and institutions, to allow participants to benefit from favourable economic conditions and/or make use of their structures and services;
 - 3) promote the diffusion of knowledge and experience, including through newsletters and events.
- 4) Allow participants to join the community of alumni, keeping up to date and in communication, including through newsletters.
- The information supplied will be kept in paper and/or electronic format and be handled manually and/or electronically or by automated means in general. In particular, for the purposes cited above, apart from paper documents, information may be processed in the form of photos, sound and images, whether digital or not.
- b) For the above purposes, it may be necessary to proceed with handling personal data that is considered to be "sensitive"² under Article 4, paragraph 1, point d) of the law in question, for example, concerning participants with impairments who wish to attend the courses, or people suffering from specific illnesses that may restrict their participation on the course.
- However, should participants withhold their consent for such data to be processed as per point a)1 above, this may result in them being unable to benefit from any auxiliary services, or make use of the agreements stipulated above, or even to take part in the training programme.
- c) Apart from the communications to persons whose right to access such information is recognised in law or by an order from the authorities, or, in the case of funded projects, communications to the bodies appointed to pay out the funds, to the controlling or certifying bodies, this information may be communicated within Italy and abroad to: Politecnico di Milano; possible partners involved in realising the training programmes; companies and professionals; recruitment agencies; companies and professionals interested in selecting personnel; insurance companies and brokerage firms; technical experts;
- Regarding the scope wherein the data can be disseminated, we wish to clarify that the participants' personal information (including sound recordings and images) may be placed on the MIP website, on several social networks (for example Facebook, YouTube...) and in Italian and international publications. In particular, any data supplied in order to prepare Profile Books (publication containing participants' profiles) and CVs may be communicated or distributed within companies, institutions and other participants in MIP training events.
- In the case of parties who are the recipients of sponsorships and grants (for example, scholarships covering the costs of attending the courses in part or in total) from third parties, these may be given personal data regarding the participants and their training programme.
- d) Personal data may be handled by persons qualified as responsible for handling the information, under Article 4, paragraph 1 point g) of the Code (professors, teachers, company representatives, professionals, lawyers, accountants, consultancy and service companies, hardware and software support companies...) and by people responsible for handling the data under Article 4, paragraph 1 point h) who operate under the direct authority of the Data Controller (employees and/or collaborators in various capacities).
- e) At any point in time, you can exercise your rights towards the Data Controller, under Article 7 of Legislative Decree no. 196/2003, which is included in full for your convenience, by addressing the person responsible for communicating with data subjects:
1. The party concerned has the right to know whether or not personal data is held, even if not yet recorded, and to have said data transmitted in an intelligible form.
 2. The party concerned has the right to be informed concerning:
 - a) the source of the personal data;
 - b) the purposes and procedures of data processing;
 - c) the logic applied to the processing, if the latter is carried out with the help of electronic means;
 - d) the identification data concerning the data controller, the data processors and the representative designated as per Article 5 paragraph 2;
 - e) the entities or categories of entity to whom or which the personal data may be communicated and who or which may become informed of said data in their capacity as designated representative within the State's territory, data processors and persons in charge of the processing.
 3. The party concerned has the right to obtain:
 - a) the updating, correction and should they be interested, the integration of data;
 - b) the cancellation, conversion into anonymous form or blocking of data processed in violation of the law, including data that do not need to be stored for the purposes for which they were collected and subsequently processed;
 - c) certification to the effect that the operations as per points e)3.a) and e)3.b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or distributed, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.
 4. The interested party has the right to object, entirely or in part:
 - a) to the processing of his/her personal data for legitimate reasons, even if pertinent for collection purposes;
 - b) to the processing of personal data concerning him or her, where it is carried out for the purpose of sending advertising materials or for direct selling or else for the performance of market or commercial communication surveys.
- f) Data Controller and persons with responsibility: The Data Controller is the company MIP Politecnico di Milano - Graduate School of Business Consortium Company with Share Capital, Via Lambruschini 4C - Building 26/A, 20156 Milan, Italy, Ph.: +39 02 23992820, Fax: +39 02 23992844. The person responsible for communicating with the interested parties is Professor Andrea Sianesi, domiciled at the above address for the purposes of Privacy Laws. An updated list of all those responsible is kept by the Data Controller at the above address.

- 1) MIP policy states that the communication of personal data connected with its work to help participants finding employment and/or job relocation can only take place for participants attending on a personal basis and who do not benefit from any, even partial, funding by their companies of origin. If participation is funded, albeit only partially, by the company, the company itself will give MIP authorisation to publish the participant's professional information.
- 2) Article 4 paragraph 1 point d): [...] "Sensitive data" shall mean personal data revealing racial or ethnic origin, religious beliefs, philosophical or other beliefs, political opinions, membership of parties, trade unions or political associations or organisations, as well as personal data disclosing state of health or sexual orientation.

Obligations pursuant to Legislative Decree no. 231/2001

In accordance with Legislative Decree no. 231/2001, we wish to inform you that MIP has adopted an Organisation, Management and Control System ("**Organisation Model 231**"), in order to comply with the requirements of the aforementioned Legislative Decree no. 231/2001, which regulates the responsibilities of Bodies in consequence of crimes committed in connection to their activity.

The principles contained in the Organisation Model 231 and relative Ethical Code form an integral part of the contractual obligations set out in this document. By signing it, you confirm that you have been informed of the regulations governing the administrative responsibility of organisations under Legislative Decree no. 231/2001, the relative implications for MIP and the adoption, by MIP, of an appropriate Organisation Model 231 and relative Ethical Code, and you accept all the terms and conditions contained therein. We therefore ask you to read these documents carefully. You will find them at www.mip.polimi.it.

The undersigned, having read the above guidelines pursuant to Article 13 of Legislative Decree no. 196/2003, as per Article 23 of the above law, gives his or her consent for his or her personal data to be processed in accordance with the above.

Il sottoscritto, acquisite le informazioni di cui all'articolo 13 della D. Lgs 196/2003, ai sensi dell'articolo 23 della legge stessa formula il consenso al trattamento dei propri dati personali secondo quanto sopra esposto.

- | | | | | |
|-----------------------------------------|--------------------------|-------------------|--------------------------|--------------------------|
| For the purposes set out in point a)1)* | <input type="checkbox"/> | I give my consent | <input type="checkbox"/> | I do not give my consent |
| For the purposes set out in point a)2) | <input type="checkbox"/> | I give my consent | <input type="checkbox"/> | I do not give my consent |
| For the purposes set out in point a)3) | <input type="checkbox"/> | I give my consent | <input type="checkbox"/> | I do not give my consent |
| For the purposes set out in point a)4) | <input type="checkbox"/> | I give my consent | <input type="checkbox"/> | I do not give my consent |

*should the participant withhold his or her consent to point a)1, this may result in him or her being unable to take part in the seminar.

Participant's Name and Surname _____
Place, Date _____
Participant's signature _____
Stamp and signature of the company representative* _____ <small>*necessary when the participant is sponsored by a company.</small>