

Prot. CNV \_\_\_\_\_ date \_\_\_\_\_

## FRAMEWORK AGREEMENT FOR CURRICULAR INTERNSHIP

Stipulated between

### IUSVE ISTITUTO UNIVERSITARIO SALESIANO VENEZIA

(hereinafter referred to as "IUSVE"), promoted by the Salesian University Institute (IUS), with registered offices in Via dei Salesiani 15, 30174 Venezia Mestre, holder of Tax, VAT and Business Register of Venice Rovigo No. 04110730274, represented by the IUSVE Director, Nicola Giacomini, born in Riva del Garda (TN) on 6 October 1971 (holder of Tax Code GCPNCL71R06H330E), vested with the required Special Power of Attorney as the IUS Legal Representative, and the manager of IUSVE, Don Silvio Zanchetta, born in Feltre (BL) on 25 September 1970, vested with Power of Attorney on 25 November 2020, Rep. No. 657, File No. 575 by the lawyer Umberto Accordini, Notary in Valeggio sul Mincio, registered with the Verona College of Notaries;

And

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*(Company/Organisation name)*

with Registered Offices in \_\_\_\_\_

Postal Code \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

Tax/VAT Code \_\_\_\_\_ hereinafter referred to as "Host Entity"

represented by \_\_\_\_\_

born in \_\_\_\_\_ on \_\_\_\_\_

### Whereas

- the IUSVE is a University Institute aggregated to the Faculty of Educational Sciences of the Salesian Pontifical University (UPS) of Rome, legally recognised by the Italian State for the issue of Higher University Degrees and Qualifications in accordance with Art. 40 of the Arrangement between the Holy See and Italy, and other laws and regulations (Art. 31 of Law No. 86 of 19 January 1942) (Art. 7 of the Royal Decree No. 1084 of 6 May 1925);
- on behalf of UPS, IUSVE issues the Baccalaureate Degree/ Bachelor's Degree, Master's Degree, and University Diploma level I and II, as required by the study plans published on the website [www.iusve.it](http://www.iusve.it)
- the IUSVE intends to ensure that its students are offered a internship in public and private accredited organisations external to the university, so those students can acquire skills that can be integrated with the university curriculum in order to achieve degrees and masters or specialisations.
- Pursuant to Art. 27 and 92 of Presidential Decree No. 382/80, universities can stipulate "agreements for the use of non-university buildings, with the aim of completing academic and professional training," and "agreements aimed at experimenting with new educational methods with the purpose of making teaching more profitable."
- In accordance with Art. 18, paragraph 1, a), of Law No. 196 of 24 June 1997, (and of Ministerial Decree No. 142/98, which establishes the implementation rules of the same law), in order to facilitate professional choices through direct knowledge of work and create moments of alternation between study and work in the context of training processes, Universities can promote internships for training and guidance in companies for students who have completed compulsory schooling and graduates within eighteen months of completing their university studies;
- Ministerial Decree No. 509/99, "Regulation containing rules on the academic autonomy of universities," introduces, among the training activities indispensable for the purposes of educational and qualifying objectives, those activities aimed at facilitating professional choices, through direct knowledge of work, including internships for training and work guidance pursuant to Ministerial Decree No. 142/98;
- in harmony with the forms of consultation required by the Reform of university studies, there is a shared need to develop adequate forms of connection between training and work, in order to improve the quality of training processes and promote the dissemination of corporate culture;

### It is agreed and stipulated as follows:

#### Art. 1

- a. The internship, pursuant to Art. 18, paragraph 1, d) of Law N. 196/97, does not constitute an employment relationship.
- b. During the internship, training activities are monitored and verified by a Supervisor designated by the Promoter as academic and organisational manager, and by a company Tutor, indicated by the host Organisation.
- c. For each intern accepted by the host organisation on the basis of this Agreement, a "Training Project" will be prepared which will include the following details:
  - the name of the intern;
  - the names of the company Tutor, and the IUSVE Supervisor and Tutor;
  - the objectives and methods for providing the internship, with an indication of the time spent at the Institution/Establishment;
  - the company establishment (headquarters, departments, offices, etc.) where the internship takes place;
  - the identification data for National Insurance for Industrial Accidents (INAIL) and Civil Liability Insurance.

#### Art. 2

During the Curricular internship the intern is required to:

- carry out the activities included as part of the training project in compliance with the times and instructions provided by the host organisation;
- comply with the rules regarding hygiene, health and safety in the workplace;

- ensure the necessary confidentiality is maintained in relation to data, information or knowledge of production processes and products acquired during the internship.

**Art. 3**

- a. The Promoter will provide the intern with insurance coverage against accidents at work through INAIL, and for civil liability with insurance companies operating in the sector. In case of an accident during the internship, the intern agrees to report the event to the Promoter, who will inform the insurance institutions within the time limits established by current legislation (referring to the number of the insurance policy signed).

**Art. 4**

- a. Pursuant to art. 10 of Ministerial Decree No. 363/98, the obligations provided for by Legislative Decree No. 81 of 9 April 2008 in relation to interns, are the responsibility of the host organisation.
- b. interns are required to observe the rules on prevention and protection established by the host organisation who will disseminate those rules in advance.
- c. The parties agree to process the personal data of the entities (natural and legal persons) involved in the internship programmes in compliance with the provisions of General Data Protection Regulation (GDPR) 2016/679.

This Agreement has a duration of three years from the date of signing and is understood to be automatically renewed upon expiry, unless as otherwise expressly decided by either party. A party wishing to terminate before the expiry date must give notice thereof, by certified electronic mail (PEC) or by registered letter, at least three months in advance.

By virtue of the stipulation of this agreement, the host entity processes student data on behalf of the Promoter and, therefore, pursuant to Art. 28 of EU Regulation No. 679/2016, the Promoter appoints the host party as data controller.

As a result, the host party declares that it operates in line with the principles set out in Regulation (EU) 2016/679, and agrees to process the personal data received only for the purposes related to the performance of the activities covered by the contractual relationship and until its termination.

The host party also declares that it has taken all appropriate security measures to ensure the protection of the data received and undertakes to seek express authorisation from the promoter in the event that it needs to employ another person to carry out certain tasks.

Place and date \_\_\_\_\_

DIRECTOR OF IUSVE  
Nicola Giacopini

\_\_\_\_\_  
*stamp and signature of the host organisation*

\_\_\_\_\_  
*stamp and signature of the Promoter*

## DECLARATION OF WILLINGNESS TO RECEIVE IUSVE INTERNS

*The Company/Organisation*

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*Established in the year*

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*With registered offices in*

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*With operational headquarters in*

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*Telephone*

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*e-mail*

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*Website*

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*Ateco Code*

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declares that it is available to welcome IUSVE interns.

The contact person for internships to contact is:

*Mr/Ms/Dr*

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*Telephone*

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*e-mail*

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## ENTITY TYPE/DESCRIPTION

## MAIN ACTIVITIES OF THE ENTITY


## PLANNED INTERNSHIP ACTIVITIES

## INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA FOR THE REFERENCES OF THE ENTITIES HOSTING THE INTERNSHIP ACTIVITIES

The principal ISTITUTO UNIVERSITARIO SALESIANO (IUS), represented by its temporary legal representative, based in Venice-Mestre, with VAT No. 04110730274 pursuant to Art. 13-14 of General Data Protection Regulation (GDPR) 2016/679,

provides the following statement


### 1. Contact details of the Data Controller and Data Protection Officer (DPO)

 Pursuant to art. 13 and 14 of the GDPR, we hereby inform you that the Data Controller of your personal and special data provided directly by you is the "Istituto Universitario Salesiano (IUS)" with registered office in Via Dei Salesiani, 15, 30174 Venezia - Mestre and operational headquarters in Via Regaste San Zeno, 17, 37123 Verona.

The appointed Data Protection Officer (DPO) can be contacted by sending an e-mail to [marco.bernabe@ordineavvocaticidenza.it](mailto:marco.bernabe@ordineavvocaticidenza.it), or by telephone on 3921549739.

The Data Protection Officer is the Director of the educational facility from which the data is processed, assisted by the General Data Protection Coordinator. Names are available on request.

### 2. Personal data categories

 The Data processed by the University Institute include the personal data and contact details of the legal representatives of the host institutions and company tutors.

### 3. Purpose of processing and legal basis


- The Data you provide will be processed for purposes related to the performance of the institutional tasks of public interest vested in the University Institute and, in particular, for the performance of curricular and extracurricular internship activities by students and graduates of the University.

The provision of data is mandatory for the stipulation of internship agreements and training projects necessary to carry out the aforementioned activities.

- The Data you provide will also be processed for the communication of educational activities promoted by our Institute, always in the forms permitted by law and, in any case, always in compliance with the fundamental rights and freedoms of the interested party and in line with the policies and purposes of the Data Controller.


The legal basis for the processing is the fulfilment of the agreement, the legal obligation to process the data and the legitimate interest of the owner (direct marketing), pursuant to GDPR Art. 6 lit. b) and lit. e) GDPR and Art. 9 para. 2 lit. d) and lit. g)

### 4. Processing method


 Personal data is processed by manual, computerised and telematic means with logic strictly related to the purposes and, in any case, in order to guarantee the security and confidentiality of the data in compliance with current regulations.

The processing of data is performed in compliance with the principles of correctness, relevance and non-excess in relation to the purposes indicated in point 3, and in compliance with the principle of transparency.

### 5. Data retention period

 The University Institute will process the Data for the time strictly necessary to pursue the aforementioned purposes, without prejudice to any retention periods provided for by law or regulations.


### 6. Categories of subjects to whom the data may be disclosed

 Your data may be disclosed to public and private entities or competent authorities, in order to fulfil legal obligations or internal regulations of the University Institute.


The entities belonging to the categories to which the data must or can be communicated shall process the data and use it, as appropriate, in their capacity as Data Processors expressly appointed by the Data Controller, in accordance with the law or as autonomous Data Controller.

The list of designated Data Processors is constantly updated and available at the registered offices of the University Institute.

#### 7. Processing of personal data outside the EU

 Should personal data be transferred to non-EU countries, in particular, in the case of services located outside the territory of the European Union (e.g. cloud storage), the Data Controller ensures as of now that the transfer of data outside the EU will be performed in compliance with applicable legal provisions, e.g. after signing the standard contractual clauses adopted by the European Union.

#### 8. Rights of the data subject

 In your capacity as a Data Subject, you have the right to:

- a. Request from the Data Controller access to Data, their deletion, correction of inaccurate Data, the integration of incomplete Data, as well as the restriction of processing in the cases provided for by Art.18 of the GDPR. <sup>[1]</sup><sub>[5EP]</sub>
- b. Object, at any time, in whole or in part, to the processing of the Data necessary for the legitimate pursuit of the Data Controller's interest. <sup>[1]</sup><sub>[5EP]</sub>
- c. File a complaint with the competent supervisory authority. <sup>[1]</sup><sub>[5EP]</sub>

You may exercise your rights at any time by making a request by registered mail with proof of receipt to: Istituto Universitario Salesiano Venezia - IUSVE, Via dei Salesiani, 15 - 30174 Mestre VE, or by sending an e-mail to [privacy@iusve.it](mailto:privacy@iusve.it). In any event, you must indicate the words "privacy access" in the subject.