

TRAINING DATA

Objectives and organization

Length of traineeship³

Number of months _____ from _____ to _____

Total number of hours _____ number of University Credits _____

Possible connections

INSURANCE POLICIES

Workplace injuries: INAIL – Management on behalf of State – T.U. n.1124/1965 - PAT INAIL 99992000

Injuries Policy: Compagnia HARMONIE MUTUELLE n. 100.081 – expiry date 30/10/2020

Policy RCT: Compagnia GROUPAMA n. 107421670 - expiry date 30/10/2020

TRAINEE OBLIGATIONS

During the traineeship and orientation the trainee is required to:

- a. carry out the activities under the project training and orientation following the instructions of the tutor referring to him or her for any organizational requirements and/or any other eventuality;
- b. comply with the rules of hygiene, health and safety in the workplace, as well as preventive measures and emergency measures taken by the host institution;
- c. adhere to the constraints of confidentiality as regards the services offered or potential operational processes and activities or any other characteristic aspect of the hosting institution which may be disclosed to them during the course of training, the obligation of confidentiality extends beyond the duration of the traineeship;
- d. make use of the facilities within the period and in the manner provided by the project traineeship and orientation, respecting times and the working environment, the rules and models of behavior agreed upon;
- e. in the case of curriculum training, keep a record of the activities in the diary booklet given to the trainee by the Promoter.

Information

The above data are used for purposes related to this training project by data controllers. The acquired personal data processing is managed as follows: in automated mode (computerized data collection) and/or hand-written mode (collection, recording, storage, dossier documents, record cards, binders and archives). The bestowal of the data is necessary and refusal would preclude the Promoter from the completion of the above stated assignments. Your personal data will be communicated to public and/or private individuals only when this is required by law or internal regulations for the implementation of current legislation. The data will not be disclosed under any circumstances. The Promoter Institution and the Host Institution are the official holders of the data processing.

Acknowledgment and Acceptance **Trainee** Signature _____

Stamp and Signature of **Host**⁴ _____

Stamp and Signature of **Promoter Institution (University)**⁵ _____

³ In Italy, maximum **12 months** including extensions. Maximum of 24 months for disabled.

⁴ Signature of **Legal Representative** or Delegate.

⁵ Signature of Head, or Delegate, of the Teaching Department of the Trainee.