

**SUBSCRIPTION FORM**

Please, fill in all the form below and send it back via e-mail to: [training.italy@bsigroup.com](mailto:training.italy@bsigroup.com)

| COURSE INFORMATION |       |        |              |
|--------------------|-------|--------|--------------|
| Title:             | Date: | Venue: | Final Price: |

| DELEGATE DATA |          |
|---------------|----------|
| Name:         | Surname: |
| Company:      | Role:    |
| Telephone:    | Mobile:  |
| E-mail:       |          |

| CONTACT PERSON (if different)   |          |
|---------------------------------|----------|
| Name:                           | Surname: |
| Company:                        | Role:    |
| Telephone:                      | Mobile:  |
| E-mail for course confirmation: |          |
| E-mail for certificate:         |          |

**Payment:** the payment of the registration fee must be made no later than 5 working days prior to the date of the beginning of the course, after having received our written confirmation for the course to be held by bank transfer\*.

**Cancellation policy:** in order to avoid penalties, registrations may be cancelled or transferred in writing within the period stipulated in the General Conditions of Sale annexed (25 days).

| INVOICE DATA (to be always filled in)         |       |     |  |  |
|---|-------|-----|--|--|
| Company Name:                                 |       |     |  |  |
| Address:                                      |       | N.: |  |  |
| Zip Code:                                     | City: |     |  |  |
| Vat n.:                                       |       |     |  |  |
| E-mail:                                       |       |     |  |  |
| Enrollment ID (view email confirmation): ENR- |       |     |  |  |

→ FORMS WHICH DO NOT INCLUDE THE SIGNATURES REQUIRED ON PAGE 2 WILL NOT BE VALID

**\*BANK TRANSFER DETAILS:**

BSI Group Italia S.r.l.

IBAN: IT6600306909505615230402956

SWIFT CODE: BCITITMMXXX

## TERMS AND CONDITIONS OF SERVICE

By signing up you expressly declares to have read and accept the Terms and Conditions for the provision of training services available on the BSI Italy website at <http://www.bsigroup.it/Legal/BSI-Terms-of-Service> from which the following extract is given (Appendix B):

### TRAINING SERVICES

This Appendix is included in the Contract if you are purchasing training services as part of the Services. BSI reserves the right to change the course content of a training course at any time and without notice.

#### 1. INTELLECTUAL PROPERTY RIGHTS IN THE TRAINING MATERIALS

Unless otherwise agreed with you in writing, BSI is the owner of the intellectual property rights in all training materials. The training materials are licensed (not sold) to you for your exclusive, non-transferable use only in accordance with the Contract.

You must comply with the terms of licence for the relevant course material. Without the prior written consent of BSI, you may not copy them, give any right over them to a third party, change the content or design of them in any way, or add them to another document.

**Copyright notice** • If BSI consents to your copying the training materials, you will include a copyright notice identifying BSI as the copyright holder on all copies (or extracts of copies) that you may make.

#### 2. TRANSFER OR CANCELLATION OF TRAINING COURSES

**Transfer** • You may transfer to another training course up to 25 days before the original course date. If you do, BSI will not make a refund for a cancellation of the original course and reserves the right to charge you for any increased costs. In order for BSI to manage its course diaries, you may transfer each of your courses once only.

All cancellation must be in writing. If you (or your candidate) do not attend a training course, or you wish to cancel within 25 days prior to the start of such course, then the full payment for the course is payable. BSI reserves the right to charge any costs up to the date of cancellation. BSI will not refund course fees if you cancel distance learning, blended learning or e-learning courses, no matter when cancellation is made.

**Cancellation** • BSI may cancel a training course at any time. If BSI does, it will offer alternative dates, a full refund or a credit note.

Date:

Signature for acceptance:

### PROCESSING OF PERSONAL DATA

As provided by 'Article 13 of Legislative Decree no. 196/2003, we inform you that:

- The intended data processing has the following purposes: proper management of the business relationship and use of personal information collected for the purposes of commercial promotion and advertising material on the services offered by the company;
- Information will be handled in the following ways: computerized and manual;
- The data will not be communicated to other parties without your express consent. Pursuant to Article 24 of the data processing can be done without the consent (if the data processing is part of one of the situations referred to in Article 24).
- The data may be disclosed to parties that are connected with the conduct of the purposes described or institutional entities for the performance of legal obligations.

Please note that the provision of data is required. The absence of such a provision could lead to failure of the relationship.

The owner of the BSI Group is Italy Srl Data controller is the legal representative pro tempore.

You may contact the holder of the data to assert your rights by written request as provided for in Article 7 of Legislative Decree 196/2003.

Through the signature at the bottom you consent to the processing of personal data as expressed by this statement.

Date:

Signature for authorization: