

APPLICATION FORM - POSTGRADUATE COURSES -

COURSE IDENTIFICATION

POSTGRADUATE COURSE:

STARTING DATE:

VENUE: FUNCHAL

APPLICANT IDENTIFICATION

FULL NAME

ADDRESS

LOCALITY

ZIP CODE

MOBILE PHONE

TELEPHONE

E-MAIL ADDRESS

DATE OF BIRTH: ____/____/_____

AGE:

GENDER:

MARITAL STATUS:

ID NO.

EXPIRATION DATE: ____/____/_____

TAXPAYER NO.

BORN IN

NATIONALITY

ACADEMIC QUALIFICATIONS

OBSERVATIONS:

DOCUMENTATION

ID CARD

CERTIFICATE OF QUALIFICATIONS

UPDATED CURRICULUM VITAE

ADDITIONAL INFORMATION

1. Employment Status

- Employee
 Self-employed worker
 Entrepreneur
 Seeking a first job
 Unemployed
 Student

2. How did you get to know our Institution/Courses?

- Social Networks
 ISAL Website
 Internet
 Newspapers
 Alumni
 Current Students
 Other _____

3. If you work, please identify the company:

Name of the Company

Current Position:

Address

Locality

Zip Code

Telephone

Email

Taxpayer No.

- I am aware of the contents of the postgraduate course mentioned above.

Funchal: ____/____/____ Signature: _____

Note: Any amount paid is not refundable.

RESERVED FOR THE SERVICES

AMOUNT	RECEIPT NO.	DATE

Employee's Signature: _____

PERSONAL DATA PROCESSING

MADEIRA

The data collected in this form will be processed and stored by a computer and/or paper support. The information provided will be processed confidentially and used exclusively for the purpose of enrollment in ISAL courses.

1. Person responsible for processing your personal data

ISAL – Higher Institute of Administration and Languages is responsible for the processing of your personal data. If you need to contact ISAL, you may do so through the following means:

Telephone contact: +351 291705705

E-mail: isal@isal.pt

2. Entity to whom your personal data are provided

Your personal data are only provided to entities which ISAL has subcontracted to provide services necessary to the provision of information, to manage digital platforms or other services or support. Data may be transferred to external entities to comply with legal obligations.

3. Purposes and reasons for processing

ISAL processes your personal data for the purpose of enrollment in its courses.

4. Storage time limits

The period during which data are maintained and stored varies according to the purpose for which the information is used and for the necessary period, under the legal requirements, namely the time limits of the archival preservation.

5. Your rights as a holder of personal data

As a holder of personal data, you may exercise the following rights at any time: right of access, right to rectification, right to erasure, right to restriction of processing, right to portability and right to object to the processing.

6. Complaint to the supervisory authority

If you need, you may also lodge a complaint to the National Data Protection Commission (NDPC).

7. Contractual requirement

The communication of personal data is a contractual requirement to allow the purpose for which the processing is intended. Failure to collect the requested data is a deterrent to ISAL's courses.

I declare that I have read and accept the conditions of confidentiality and personal data processing, and grant my authorization to use them for the purposes indicated, as well as those obtained ***throughout the pathway in the institution, for dissemination of the training offer, pedagogical matters and newsletters.***

YES

SIGNATURE: _____ DATE: ____ / ____ / _____