

APPLICATION FORM

- Private Lessons -



IDENTIFICATION

FULL NAME

ADDRESS

LOCALITY

ZIP CODE

MOBILE PHONE

TELEPHONE

EMAIL ADDRESS

DATE OF BIRTH: ____/____/____ AGE GENDER F M MARITAL STATUS

ID NO. EXPIRATION DATE: ____/____/____ TAXPAYER NO.

PARISH:

NATIONALITY:

EDUCATIONAL QUALIFICATIONS

DOCUMENTATION

Application Form;

ID Card;

Funchal: ____/____/____

Signature: _____

Note: Any amount paid is not refundable.

RESERVED FOR THE SERVICES

AMOUNT	RECEIPT NO.	DATE

Employee's Signature: _____

Form 13 Version 05-06-2024
Application Form Private Lessons

PERSONAL DATA PROCESSING

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 enrolment 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 enrolment 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 the dissemination of the training offer, pedagogical matters and Newsletters.***

YES

SIGNATURE: _____ DATE : ____ / ____ / _____