



Rep. n.

Prot. n.

**TRAINING AND GUIDANCE INTERNSHIP AGREEMENT
BETWEEN**

The **UNIVERSITY OF VERONA**, with registered office in Verona, via dell'Artigliere n. 8, tax ID no. 93009870234, hereinafter referred to as "Promoter", represented by the Rector Prof.ssa Chiara Leardini, born in Verona on 07/03/1971;

AND

HOST ORGANISATION with registered office in State - City - Address, tax ID no. , hereinafter referred to as "Host Organisation", represented by Legal Representative, born in , on ;

WHEREAS

the University of Verona promotes training and guidance internships for students in order to support their career choices through direct knowledge of the world of work and provide them with study and work-related experiences as part of their education,

IT IS HEREBY AGREED AS FOLLOWS:

Art. 1 – Purpose

The Host Organisation, in accordance with the relevant regulations of its country, undertakes to receive students and recent graduates for training and guidance internships on its premises. In order to ensure a safe environment for the intern, the Host Organisation shall consider the intern to be part of the staff, and the intern shall benefit from the same protection and safety procedures as those normally applied to members of staff with similar duties.

Art. 2 – Internship

Training and guidance internships shall in no way constitute an employer/employee relationship.

During the internship, training and guidance activities will be monitored and supervised by a university tutor appointed by the Promoter, who shall be responsible for the teaching and organisational aspects, and by a company tutor appointed by the Host Organisation.

A training and guidance project shall be drawn up for each intern hosted by the Host Organisation under this agreement and must include the following information:

- the name of the intern;
- the names of the academic tutor and company tutor;
- the objectives of the internship and how it will be carried out, as well as the intern's expected working hours;
- the premises of the Host Organisation (buildings, departments, offices) where the internship will be carried out;
- the terms of the INAIL and civil liability insurances.



Art. 3 – Duties of the intern

During the training and guidance internship the intern must:

- carry out the activities stated in the training and guidance project;
- comply with any rules concerning workplace hygiene, safety and health;
- respect the confidentiality of data, information or knowledge with regard to production processes and products acquired during the internship.

Art. 4 – Insurance cover

The Promoter will provide the intern with INAIL insurance cover against accidents at work, and a civil liability insurance provided by an insurance company. In the event of an accident occurring during the internship, the Host Organisation undertakes to report the event to the relevant insurance company within the time specified by current law, quoting the number of the insurance policy signed by the Promoter.

Art. 5 – Processing of personal data

The processing of personal data provided by interns and employees and collected for the purposes set out in this agreement takes place in accordance with EU Regulation 679/2016 (hereinafter: “Regulation”) and the applicable provisions on the protection of personal data. The processing of such data is legally based on university regulations and is carried out for the performance of the institutional activities of the Promoter, within the limits established by law and regulations, in line with the general principles of transparency, fairness and confidentiality.

The Promoter is the Data Controller of the personal data of interns as individuals concerned, in the ways outlined in the present agreement, pursuant to Articles 24 and 25 of the Regulation; a specific information notice pursuant to Art. 13 of the Regulation has been prepared and made available by the Promoter at the following link: <https://www.univr.it/en/privacy-policy>.

Pursuant to Art. 28 of the Regulation, the Host Organisation is responsible for the processing of the personal data of the interns in the ways outlined in the present agreement and therefore undertakes to provide, at the request of the Promoter, guarantees that appropriate technical and organisational measures are taken in such a manner that processing will meet the requirements of the Regulation. The Host Organisation also undertakes not to engage another data processor without prior specific or general written authorisation of the Promoter. Where the Host Organisation chooses to engage another data processor, it must ensure that the same data protection obligations as set out in the present agreement shall be imposed on that other data processor. The Host Organisation shall remain fully liable towards the Promoter for the performance of that other data processor's obligations. Moreover, the Host Organisation undertakes to provide, at the request of the Promoter, updated lists of its staff members appointed as system administrators (in Italian: “amministratori di sistema”) that may have access to the personal data referred to in the present agreement. The Host Organisation must also provide the Promoter with complete information on data storage methods and location, particularly if data are to be transferred abroad. In addition, if data are to be transferred to states that are not members of the



European Union, more detailed information must be provided.

The personal data processed will not be disclosed or disseminated to third parties by the Host Organisation, except for fulfilling the obligations outlined in the present agreement or specific regulations. Staff members of the Promoter and the Host Organisation, and any person acting under their authority shall be authorised to handle personal data only if their position specifically involves data processing operations, while acting on instructions from the employer, pursuant to Art. 29 of the Regulation.

For any tasks assigned to an intern by the Host Organisation involving data processing operations on data of third parties on behalf of the same Host Organisation, the intern shall act under the authority of the Host Organisation which, exclusively for the processing operations in question, is the Data Controller. The collected data will be kept for a period of time not exceeding the achievement of the purposes for which they are processed ("storage limitation principle", pursuant to Art. 5 of Regulation), or in accordance with the deadlines set by law.

Art. 6 – Duration of the agreement

This agreement has a duration of two years from the date of signature and is renewable for further two-year periods unless notice of termination is given in writing at least three months before the expiry date. By signing this agreement, all previously-signed agreements for which there are no Training and Guidance Projects running at the present time are automatically terminated.

Signed agreements for which there are Training and Guidance Projects currently running shall remain valid until the corresponding projects have been completed.

Art. 7 – Further provisions

For anything not included in this agreement, both Parties shall refer to the relevant legislation in force.

Read, approved and signed

Verona,

UNIVERSITY OF VERONA

THE RECTOR

(Prof.ssa Chiara Leardini)

.....

HOST ORGANISATION

LEGAL REPRESENTATIVE

(Name and Surname)

.....