

**ENROLLMENT FORM
FOR MUNICIPAL NURSERIES 3-6 YEARS - A.Y.
2025/2026**

The application form can only be presented for minors who are registered residents in the Municipality of Siena. The minor and at least one of his/her parents must be part of the same registered residence

THE UNDERSIGNED, ACTING AS Parent

The parent who fills in the form declares to make the choice in compliance with the provisions of the civil code that require the consent of both parents and those that have been granted parental responsibility.

(PLEASE NOTE: PAYMENTS WILL BE PUT IN THE NAME OF THE PARENT LISTED ON THE FORM)

Name	<input type="text"/>	Surname	<input type="text"/>		
Date of birth	<input type="text"/>	Place of birth	<input type="text"/>	Province only necessary if born in Italy	<input type="text"/>
NI Number	<input type="text"/>	Nationality	<input type="text"/>	Sex	<input type="text"/>
Resident in (city)	<input type="text"/>			Province	<input type="text"/>
Road/Street	<input type="text"/>	n°	<input type="text"/>	Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Mobile number	<input type="text"/>		
e-mail	<input type="text"/>		PEC	<input type="text"/>	

- SINGLE PARENT/SOLE GUARDIAN (widowed parent, sole parent due to lack of recognition by the other, separated/divorced with **sole** custody)
- TWO PARENTS

OTHER PARENT

Name	<input type="text"/>	Surname	<input type="text"/>		
Date of birth	<input type="text"/>	Place of birth	<input type="text"/>	Province only necessary if born in Italy	<input type="text"/>
NI Number	<input type="text"/>	Nationality	<input type="text"/>	Sex	<input type="text"/>
Resident in (city)	<input type="text"/>			Province	<input type="text"/>
Road/Street	<input type="text"/>	n°	<input type="text"/>	Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Mobile number	<input type="text"/>		
e-mail	<input type="text"/>		PEC	<input type="text"/>	

REQUESTS ENROLLMENT FORM:

PERSONAL DETAILS OF THE CHILD

Name Surname

Date of birth Place of birth Province only necessary if born in Italy

NI Number Nationality Sex

Resident in (city) Province

Road/Street n° Postcode

who attended in the academic year 2023/24 the nursery:

REQUESTS

- Use the function "Cerca Plesso di appartenenza" ("Look for the place where you are registered") by clicking on the link: https://siena.ldpgis.it/popolazione_scolastica/pub/index.php?viewer=ldpt to choose the right school based on the residential address of the child.

the admission of the child to the nursery school for the school year 2024/25:

Nursery School that match your address in the "Municipal street map":

- Enrollment for the State Nursery Schools needs to be presented to the competent Comprehensive Institution; please click on the following link: <https://www.comune.siena.it/node/497>

If you are interested in a Municipal Nursery School that doesn't match your address in the "Municipal street map", please note that admission is not guaranteed.

Nursery School that doesn't match your address in the "Municipal street map":

FURTHER INFORMATION ON THE CHILD

- Requests the teaching of the Catholic Religion YES NO
- With a recognised disability YES NO currently being verified

HEREBY DECLARES:

- that they are aware that in the event of untruthful declarations, they could be liable for criminal sanctions pursuant to Presidential Decree 445/2000;
- that the online form incorporates the provisions of Articles 316, 337-the third and 337-the fourth paragraphs of the Civil Code and subsequent amendments and additions that must be shared on the enrolment application which falls under parental or anyone exercising parental responsibility to do this;
- to be in compliance with the vaccination obligation pursuant to Legislative Decree 31st July 2017, n. 119, legally amended by law on 31st July 2017, Art n. 119;
- that they have read the privacy policy pursuant to Articles 13 and 14 of the GDPR 2016/679 and the national legislation attached to this application.

The sharing quotas are defined annually by DGC and are related to the ISEE bands indicated and that are available from: <https://www.comune.siena.it/node/526>.

The Education Office will assign the share of the school canteen service on the basis of the economic means indicator taken from the INPS database by the 31st August every year. After this date, families will be responsible for sending a copy of the ISEE - for any eventual adjustments.

All information regarding admissions will be published on the website and are available at the following link: <https://www.comune.siena.it/index.php/node/1587>

INFORMATION PURSUANT TO ART. 13-14 OF THE GDPR (GENERAL DATA PROTECTION REGULATION) 2016/679 AND OF THE NATIONAL LEGISLATION

FOR THE EDUCATION SERVICE AND PERSONAL PROCESSING OF DATA COLLECTED INTERNALLY BY THE COMPANY SERVICE FOR THE PUBLIC

Governing Principles

In accordance with the legislation, the processing of the current service will be based on the following principles: **fairness, lawfulness, transparency and a person's privacy and rights will be protected.**

Pursuant to Article 13 of the GDPR 2016/679, hence, the Municipality of Siena, in its capacity as controller of the processing of personal data, provides the following information:

From the moment that current service is activated, the personal data that will be collected and processed **concerns:**

- identification details: surname and name, residence, domicile, birth details, personal online identification (username, password, customer ID, other);
- family status, image, characteristics of physical, physiological, genetic, psychic, economic, cultural, and social identity;
- economic status;
- fiscal status;
- connection details: login, other.

In particular the handling of **sensitive data** is foreseen:

- data relating to racial or ethnic origin;
- religious or philosophical beliefs;
- health, life or sexual orientation;
- genetic and biometric data.

The data collected will be processed **inasmuch** (legal basis):

- the interested party has given consent to the processing of their personal data for one or more specific purposes (in this case consent will be acquired through a separate document);
- the processing of data is necessary for the drawing up of a contract that the interested is part of, or for the execution of pre-contractual measures upon request thereof;
- the processing of data is necessary to fulfill a legal obligation to which the data controller is subject.

In addition to the uses foreseen by the Education Office/Service, the data collected is also used to ensure the regular performance of the municipal functions referred to in Art. 13 paragraph 1 of the Legislative Decree 267/2000 ss.mm., and at the same time the accuracy of the data pursuant to Art. 5 paragraph 1 letter d of the GDPR.

The processing of data is necessary for the purposes of the legitimate interests pursued by the controller, or by third parties, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a minor.

The personal information provided will be **subject to:**

- Collection;
- Registration;
- Organisation;
- Formatting;
- Record-keeping;
- Adaptation or modifications;
- Data extraction;
- Consultation;
- Use;
- Disclosure by transmission;
- Dissemination, or any other form made available;
- Comparison and interconnection;
- Restrictions;
- Deletion or destruction;
- Profiling;
- Pseudonymisation;
- any other operation applied to personal data.

In the instance of notification **the data will be transmitted to:**

- Natural persons;
- Other Municipal Offices;
- Third parties involved in the proceedings;
- City Council Members, Law Enforcement Officers, etc..

The processing:

involves the activation of an **automated decision-making process**, including the user-profiling, consisting of access to online school services;

DOES NOT involve the activation of an automated decision-making process.

Please note that, taking into account the purposes of the processing as described above, the provision of the data is **mandatory** and their partial, inexact or non-conferment could make it impossible to conduct activities.

If the person providing the data is **under the age of 16**, the processing of data is only legal if consent is provided by a parent or legal guardian and personal details and a copy of an identity document will need to be provided.

The processing of data will be completed both with **manual and/or computer and telematic equipment** with logical organization and processing that is strictly related to the purpose and in any case to ensure the security, the integrity and confidentiality of the data in compliance with the organizational, physical and logical measures provided for by the provisions in force.

In particular the **following security measures** have been adopted:

authentication systems;

authorisation systems;

computer protection systems (antivirus; firewall; anti-intrusion; other);

minimization;

encryption;

specific measures to ensure the continued confidentiality, integrity, availability and resilience of systems and services that process personal data;

specific procedures to test, verify and regularly evaluate the efficacy of the technical measures and organization to guarantee the security of the processing;

procedures to test, verify and regularly evaluate the efficacy of the technical measures and organization to guarantee the security of the processing.

The personal data **is kept**:

for an unlimited period of time in compliance with current legislation;

for a period of years for

You will be able to exercise **your rights** at any time:

- to request further information in relation to the contents of this legislation;
- to access personal data;
- to obtain the amendment or the cancellation of personal data or the restriction of the handling of data that concern them (in cases provided for under the legislation);
- object to the processing of data (in cases provided for under the legislation);
- the portability of data (in cases provided for under the legislation);
- to revoke consent, where applicable: the withdrawal of consent shall not affect the lawfulness of processing based on consent conferred prior to revocation;
- the right to lodge a complaint with a supervisory authority (Privacy Guarantor);
- to give mandate to a body, an organization, or an association that are non-profit making to exercise one's rights;
- to seek compensation for damages following the violation of the legislation (art. 82).

If the Data Controller intends to process the personal data further for a purpose other than for which it was collected (therein including the guarantee of the regular completion of the municipal functions referred to in Art. 13 paragraph 1 of the Legislative Decree n. 267/2000 ss.mm. and the accuracy of the data pursuant to Art. 5 paragraph 1 letter D of the GDPR), prior to further processing information will be provided if it is to be used for any other purpose and also if there is any other relevant information.

It is possible to exercise one's rights either through direct contact, or by sending a request via email to:

Person	Data	Telephone number	email
Data Controller	The Municipality of Siena		servizioreti@comune.siena.it
Manager [where applicable]			
DPO (Data Protection Officer)	Esseti Servizi Telematici srl which avails itself to the lawyer Flavio Corsinovi.	0577 049440 333 4283650	rpd@consorzioiterrecablate.it rpd@pec.consorzioiterrecablate.it

The webpage of the owner: www.comune.siena.it

We inform you that further information can be found concerning the handling and processing of personal data and exercising one's rights as well as on the relevant regulatory framework at the following links:

Data Controller of the webpage	www.comune.siena.it
Regulation (EU) 2016/679 of the European Parliament and of the Council, on 27th April 2016, concerning the protection of the natural person concerning the handling of personal data, as well as the free circulation of such data and that revoked the directive 95/46/CE (general regulation on the handling and processing of personal data) (Text with EEA relevance):	https://eur-lex.europa.eu/legalcontent/IT/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.IT A
Italian Data Protection Guarantor	http://www.garanteprivacy.it/web/guest/home

THE DATA CONTROLLER
The Municipality of Siena

FACSIMILE