



## SERVICE AGREEMENT

Following the interview carried out today, at \_\_\_\_\_ (*name of the organisation*)

Mr/Mrs \_\_\_\_\_ (*candidate's first and last name*) engages to:

- actively collaborate in the identification and validation path of their skills, referred to the following professional profile \_\_\_\_\_
- be available for any communication from the Institution at the following email address \_\_\_\_\_ or at the following mobile number \_\_\_\_\_ provided at the time when this agreement was signed
- promptly communicate to the Institution a change in their personal data, contact numbers or addresses
- promptly communicate to the Institution the impossibility to participate in the planned meetings and be available to fix an appointment in a different date.

The Institution engages to:

- involve properly trained operators and professional experts
- provide adequate rooms, equipment and tools for the path
- be available for any communication from the Institution at the following email address \_\_\_\_\_ or at the following mobile number \_\_\_\_\_ provided at the time when this agreement was signed
- support Mr/Mrs \_\_\_\_\_ (*candidate's first and last name*) during the whole skills identification and validation path
- provide to Mr/Mrs \_\_\_\_\_ (*candidate's first and last name*) the envisaged documentation.

Any communication from/to \_\_\_\_\_ (*name of the organization*) will be made under the following terms:

- with a minimum 24-hour notice and not more than 72 hours, in the weekdays
- by e-mail, SMS or instant message.

The present agreement will expire after completing the agreed activities.

Date \_\_\_\_\_

The operator

The candidate

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

### PROTECTION OF PRIVACY (right to Privacy) legislative decree 196/2003, art. 13:

- All data required will be handled for the purposes envisaged by the present agreement in conformity with the law;
- The treatment of personal data provided will be handled through paper and electronic documents;
- The provision of personal data is required for the correct management of the procedure finalised to the implementation of the services envisaged by the present agreement;
- In any moment the right of cancellation, modification, integration, can be exercised, applying directly to the Institution based on art. 7 of the legislative decree 196/2003.

The undersigned hereby authorise the treatment of their personal exclusively for the above-mentioned purposes.

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Signature of the candidate