



ISTITUTO COMPRESIVO "GIOSUÈ CARDUCCI"

Via XX Settembre, 2 – 20025 Legnano (MI)

☎ 0331547307

e-mail: miic8ea008@istruzione.it

Scuole Primarie
"G. Carducci" - "A. Toscanini" - "G. Deledda"

Scuola Secondaria di I grado "Rita Levi
Montalcini"



AUTHORIZATION FORM (Primary School and Lower Secondary School)

School Year ____/____

We, the undersigned:

Surname and name _____ ID document n. _____

Surname and name _____ ID document n. _____

parents/guardian of the student _____ enrolled for the school year ____/____ in class ____ at the school building _____

authorize the following individuals to pick up our son/daughter from school throughout the school year ____/____:

SURNAME AND NAME	ROLE	DOCUMENT N. (copy attached)	PHONE	SIGNATURE OF AUTHORIZED PERSON

ACKNOWLEDGEMENTS AND CONSENT FOR DATA PROCESSING

- We declare that we release the school (the principal, teachers, support staff) and the State Administration from any liability.
- We acknowledge that the school's responsibility ends once the student is entrusted to the authorized adult.
- We attach copies of the identity documents (of both authorizing and authorized persons).

Legnano, _____

Signature of Parent* _____

Signature of Parent* _____

* The signature of both parents exercising parental responsibility is mandatory.

**PRIVACY NOTICE PURSUANT TO ART. 13 OF EU REGULATION 2016/679
FOR THE PROCESSING OF DATA OF PERSONS AUTHORIZED TO PICK UP STUDENTS FROM SCHOOL**

Data Controller: The data controller is the ISTITUTO COMPRENSIVO GIOSUÈ CARDUCCI of Legnano (phone 0331547307 – email MIIC8EA008@ISTRUZIONE.IT), represented by the School Principal.

Data Protection Officer: The Data Protection Officer is Dr. Giancarlo Favero, reachable at: giancarlo.favero@capitalsecurity.it

Purpose and Legal Basis of Processing: The personal data of individuals authorized to pick up students, provided to this institution, will be processed by school staff solely for institutional purposes, to ensure the safe and secure dismissal of minors. Data processing will follow principles of fairness, lawfulness, transparency, purpose limitation, accuracy, storage limitation, integrity, and confidentiality. The legal basis is the data subject's consent under Art. 6(1)(a) of the EU Regulation 2016/679.

Nature of Data Provision: Providing the requested data is optional. However, if the authorized person does not consent to data processing, they cannot be listed among those authorized by parents/guardians to pick up the student. Refusal to consent means the minor cannot be entrusted to that person.

Processing Methods: Data will be processed using both paper and electronic tools, in compliance with minimum security measures, by personnel specifically authorized by the school.

Data Retention: Data will be stored in the Controller's archives for the duration of the authorization issued by those with parental responsibility, or until it is revised, and for the time required to fulfill legal obligations, not exceeding the purposes for which it was collected, subject to legal provisions.

Recipients and Data Transfer: Personal data will not be disclosed to third parties but will be processed by authorized school staff to ensure safe dismissal. Data will not be transferred to third countries or international organizations.

Rights: The data subject may contact the Controller to exercise their rights under Articles 15–22 and 77 of the EU Regulation 2016/679, including confirmation of data existence, access, rectification, erasure, restriction, portability, and withdrawal of consent at any time.

Requests can be sent to the Data Protection Officer at: dpo@gdprscuola.it

The data subject also has the right to lodge a complaint with the national supervisory authority (Privacy Authority).

Date _____

Signature

