

SUBSCRIPTION TO THE ALMALAUREA DATABASE

* Name or Company Name:			
* Purchasing contact:		* Last name:	First name:
Company position:			
Contact person for the use of the service (if different from the purchasing manager)		* Last name:	First name:
* email address:			
* Registered office:		Street:	
		City:	Prov/State: Postal code:
* VAT number and tax code		VAT number:	Tax code:
Place of use of the service (if different from registered office):		Street:	
		City:	Prov/State: Postal code:
* Telephone and Fax		Tel:	Fax:
* Billing contact		* Last name:	First name:
		Tel:	email:
* Send invoice:		email []	company portal []
Type of payment		In advance by bank transfer (see below)	
* Codes for electronic invoicing:			
(area reserved for AlmaLaurea) AlmaLaurea Contact:			

* Required field.

Description	Validity	Max. number of CV downloadable	Subscription price *
Subscription to the integrated databank (more than 100 pieces of information for each graduate) + access to the whole databank + access to the databank hosting both graduates and graduands temporarily waiting to be registered as graduates + access to the services of MyAlmaLaurea .	3 months	10	€ 32,00 <input type="checkbox"/>
	3 months	50	€ 160,00 <input type="checkbox"/>
	3 months	100	€ 320,00 <input type="checkbox"/>
	6 months	200	€ 550,00 <input type="checkbox"/>
	6 months	300	€ 730,00 <input type="checkbox"/>
	6 months	500	€ 1.000,00 <input type="checkbox"/>
	1 year	200	€ 600,00 <input type="checkbox"/>
	1 year	300	€ 790,00 <input type="checkbox"/>
	1 year	500	€ 1,150,00 <input type="checkbox"/>
	1 year	1.000	€ 1,600,00 <input type="checkbox"/>
	1 year	2.000	€ 2,150,00 <input type="checkbox"/>
	1 year	5.000	€ 3,200,00 <input type="checkbox"/>

***Please note: if you don't have a VAT number, we must apply 22% VAT to the total price in compliance to the European VAT law.**

Payment must be made by bank transfer made out to: AlmaLaurea srl at Intesa San Paolo (Bologna – Via Farini 22 branch) IBAN: IT49 A 03069 02478 100000011315 (reason AlmaLaurea services)	Send this order to AlmaLaurea srl filled in and signed, attaching a copy of the document confirming payment. fax 051-6088989 mailto: servizio.aziende@almalaurea.it
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Signing this order form implies **acceptance of the general conditions of service** specified in the annexed contract.

(date)

(full signature of person responsible for the purchase)

The data are processed using paper documents and electronic devices. The provision of data is optional. Failure to provide data marked with an asterisk makes it impossible to stipulate a contract. The provision of data not marked with an asterisk, while not necessary for the stipulation of the contract, allows AlmaLaurea srl to offer a more efficient service to its users. The data will not be disclosed to third parties except for purposes related to the execution of the contract and to comply with obligations required by law, in particular accounting and tax matters.

The user can exercise the rights referred to in art. 15 to 22 of Reg. EU 679/16, where applicable, by contacting AlmaLaurea srl, Viale Masini 36, 40126 Bologna - Italy - Tel. +39 051 242119 - Fax +39 051 6088988.
If the user does not wish to be updated on the initiatives concerning AlmaLaurea srl's activities, tick the box [] NO.

SUBSCRIPTION TO THE ALMALAUREA DATABASE

General contract conditions

Recalling the Introduction of the By-Laws approved on 27 October 2017: "*AlmaLaurea srl leverages the information, knowledge and research of the AlmaLaurea Interuniversity Consortium and its members to provide services of general economic interest in the area of personal services*".

The Company carries out and promotes activities and actions that contribute to the growth and improvement of the quality of jobs for high school and university graduates and to the development of human resources, as a primary lever for active, effective and inclusive labour markets to support the economic and social development of the country.

The Company supports higher education aimed at developing the skills required in national and international labour markets, encouraging both the public and private sectors to invest in it.

The Company seeks to collaborate with all the public and private parties that operate in a similar or complementary fashion, establishing the appropriate forms of cooperation and partnership".

Art. 1 - Object of the contract. These general conditions govern the method for subscribing to the AlmaLaurea srl database (hereinafter AlmaLaurea).

Art. 2 - Methods for stipulating and executing the contract. The subscription contract will be considered finalised upon receipt by AlmaLaurea of the order form, attached to these general terms and conditions. The execution of the contract by AlmaLaurea is subject to receipt of a copy of the document certifying payment, unless otherwise agreed.

Art. 3 - Publication of data and duration of the subscription. The data contained in the AlmaLaurea database are published on the Internet three times a year. The publications are generally scheduled for the beginning of the month of March (ed. 1) for graduates in September to December of the previous year, for the beginning of the month of July (ed. 2) for graduates in January to April of the current year, for the beginning of November (ed. 3) for graduates in May to July of the current year.

The subscription provides access to the data of the graduates entered in the database for the chosen period starting from the moment of subscription. While the subscription remains valid, the user will have access to all the curricula in the AlmaLaurea database from 1996 and the database of graduating and graduated students awaiting publication and certification.

Each subscription to the AlmaLaurea database has the duration specified on the order form. When the subscription expires, any residual CVs in the cap will be lost and the subscription will be disabled.

Art. 4 - Graduating and graduated students awaiting publication. The curricula vitae of graduating and graduated students awaiting publication, which can be viewed and downloaded by choosing the option "Graduating and graduated students awaiting publication" have not been subjected to AlmaLaurea quality control and do not contain information certified by the universities, but only self-assessments provided by the graduate.

Art. 5 - Curricula cap. Each subscription to the AlmaLaurea database is associated with a cap – or a maximum number – of curricula that can be downloaded by the user during the subscription's period of validity.

Even if the subscription contract is renewed, any residual curricula will not be made available after the subscription has expired.

The user can make an unlimited number of searches, accessing the AlmaLaurea database via the Internet and display the curricula with all the information except for graduate's identity. To view the full display of the curricula including the graduate's identity, the user must perform the extraction of the curricula using the functionality available in the database. This operation reduces the number of CVs still available to the user in a manner proportionate to the documents downloaded.

Art. 6 - AlmaScelta Services. The AlmaScelta services available to the user during the period of validity are:

1. Management and updating of one's personal profile.
2. Saving of candidate searches with the possibility of relaunching them or changing them at any time.
3. Saving the CVs downloaded from the AlmaLaurea database directly online, in one's own private area, with the possibility of accessing the most up-to-date version of the downloaded curricula each time without reducing the cap.
4. Checking duplicate curricula vitae. Each time a CV is downloaded, AlmaScelta checks whether the curricula have already been downloaded previously and will not deduct the curricula already downloaded

from the user's cap. The control of the duplicate curricula vitae does not apply to the curricula of the database of graduating and graduated students awaiting publication, which have characteristics that are different from the certified curricula contained in the AlmaLaurea database, or to the subscriptions activated by research and personnel selection companies, by temporary employment companies and all the parties and/or entities that deal with the search and selection of personnel or intermediation.

Art. 7 - Access codes. The access codes for AlmaLaurea services are defined in the following ways: upon registration on the www.almalaurea.it website, a user ID is created by the system and the password is defined by the user. The access codes may not be disclosed or transferred to third parties. The user agrees to safeguard and use the access codes for the AlmaLaurea services with the proper diligence to prevent unauthorised parties from learning them. The user also agrees to inform AlmaLaurea in writing of the possible theft or loss of the access code or the media on which it was saved.

Art. 8 - Increasing the subscription cap. If the user exhausts the CV cap before the subscription expires, it is possible to use the "Top up" service. This service consists in the purchase of a number of curricula established by the user at the unit price specified in the subscription.

Art. 9 - Method of payment. The payment of the consideration will be made by bank transfer to: AlmaLaurea srl at Intesa San Paolo (Bologna – Via Farini 22 branch) IBAN: IT49 A 03069 02478 10000011315 (for AlmaLaurea Services) according to the conditions defined in the order form attached to these general terms and conditions.

Art. 10 - Processing of personal information. Pursuant to art. 13 of Regulation (EU) 2016/679 (hereinafter "Regulation"), the user acknowledges that the personal data contained in this document or in others subsequently submitted are processed by AlmaLaurea as the data controller for the exclusive purpose of executing the provisions of this contract, as well as complying with administrative obligations required by law. In light of the new Regulation on the protection of personal data, you are invited to take note of the updated [privacy policy for AlmaLaurea customers and suppliers](#).

Art. 11 - Limitations on the use of personal data contained in the curriculum vitae. In proceeding with the processing of personal data contained in the curricula vitae, the user agrees to comply with current legislation on the protection of personal data. In particular, under his/her own personal responsibility the user agrees to use the AlmaLaurea database exclusively for the purposes of personnel selection and hiring. Since AlmaLaurea's objective is to facilitate the meeting of employment supply and demand, it reserves the right to verify that the use of its services respects the purposes described herein. Unless otherwise explicitly consented to by the data subject, the processing of personal data contained in the curriculum vitae is allowed only within the countries of the European Union. The user who uses the AlmaLaurea database is responsible for any further act of data transfer to third countries or international organisations if such transfer occurs without the consent of the data subject or the conditions of legitimacy pursuant to art. 45-49 of Regulation (EU) 2016/679. The user cannot allow third parties – excepting those belonging to the same group – to access the AlmaLaurea database or disclose or otherwise disseminate the data and information contained in the AlmaLaurea database to third parties.

Art. 12 - Ownership of the database. All rights to the software for consulting the database are the exclusive property of the AlmaLaurea Consortium. All rights to the database are the exclusive property of the AlmaLaurea Consortium. The user cannot reproduce the database consultation software and the contents of the database for purposes other than the use permitted by these general terms and conditions.

Art. 13 - Express termination clause and jurisdiction. If the user violates articles 7, 11 and 12 referred to in these general conditions of contract, the contract will be automatically understood to be terminated. Any dispute that may arise between the parties will be subject to Italian law and the exclusive jurisdiction of the court of Bologna.

Art. 14 - Code of Ethics and Italian Legislative Decree 231/2001. The user acknowledges that AlmaLaurea srl has adopted an Organisation and Management Model pursuant to Italian Legislative Decree no. 231/01 with a corresponding Code of Ethics, published on the AlmaLaurea website - [Transparent Company Section](#). The user declares to have examined and well understood the Code of Ethics adopted by AlmaLaurea srl, committing itself to its observance and to not conducting itself in a manner that may involve AlmaLaurea pursuant to Italian Legislative Decree no. 231/01. Consequently, it is understood by the parties that, given the relevance of the foregoing, without prejudice to the provisions of art. 13 the customer/counterparty will also have the right to terminate this Contract pursuant to and for the purposes of art. 1456 of the Italian Civil Code without the need for a warning or a formal notice, but rather simply with prior declaration in accordance with the second paragraph of the same article in the event of any

breach committed by the customer with respect to the obligations contained in the aforementioned Code of Ethics and, more generally, in relation to that which is regulated by the aforesaid Italian Legislative Decree 231/01, without prejudice to the reimbursement of damages to AlmaLaurea.