

**Reserved conditions –  
 AlmaLaurea and CCIC Agreement**

## ALMALAUREA DATABANK APPLICATION FORM

<b>Business name</b>		
Contact person	Last name:	First name:
	Phone:	e-mail:
Registered Office	Country:	
	City:	Street:
VAT number and Tax ID, if any	VAT number:	Tax ID:
	Accounts payable:	
	Last name:	First name:
	Phone:	e-mail:
<b>Please send the order form directly to:</b> <b>AlmaLaurea - Marco Piana <a href="mailto:marco.piana@almalaurea.it">marco.piana@almalaurea.it</a> <a href="mailto:servizio.aziende@almalaurea.it">servizio.aziende@almalaurea.it</a></b> <b>CICC -</b>		

Description	Validity	Max. number of downloadable CVs	Subscription fee
<ul style="list-style-type: none"> <li>○ Subscription to the <b>integrated databank</b> (more than 100 pieces of information for each graduate);</li> <li>○ Access to the <b>whole databank</b> hosting both <b>graduates</b> with certified CV and last year <b>students</b> waiting to get their degree;</li> <li>○ Access to the services of <b>MyAlmaLaurea</b> (possibility to save and reload research criteria and to find saved CVs in the dedicated area).</li> </ul>	6 months	10	<b>FREE*</b>

**\*Promotion Price valid until 30th June 2017**

Invoice payment (within 60 days) by bank transfer to: <b>AlmaLaurea S.r.l.</b> Bank: CARISBO (Filiale Bologna – Via Farini 22) <b>IBAN: IT98 G 06385 02401 10000011315</b> (Purpose of the payment: Servizi AlmaLaurea)	After having filled in and signed this order form, please send it to the Sales Office via e-mail to: <a href="mailto:servizio.aziende@almalaurea.it">servizio.aziende@almalaurea.it</a>
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Your placement of an order implies the acceptance of the **general terms and conditions of contract for the subscription to the databank of AlmaLaurea.**

\_\_\_\_\_  
 (date)

\_\_\_\_\_  
 (complete signature of person responsible for the purchase)

The AlmaLaurea Consortium guarantees that data are processed in compliance with the existing legislation. Moreover, you are hereby informed within the meaning of Article 13 of the Italian Personal Data Protection Code that personal data are processed both by the AlmaLaurea Consortium, which is the holder of the right to perform personal data, and by the "AlmaLaurea S.r.l." company, which is concerned with the practical issue of personal data performance. Personal data performance is carried out through printed and electronic format. Supplying personal data is optional but in the case of a refusal to fill in the mandatory field marked with \*, it will be impossible to conclude the contract. Supplying data related to non-mandatory fields is not strictly necessary to the conclusion of the contracts, but it will enable the Consortium to offer more effective services to contractors. Personal data will not be used or disclosed for purposes other than those related to the performance of the contract and to any legal requirements, in particularly accounting and tax obligations. Within the meaning of Article 7 of the Italian Personal Data Protection Code you have the right at any time to obtain information from the person responsible for data performance. You can contact us at: Consorzio AlmaLaurea, viale Masini 36, 40126 Bologna – Italy-Tel. +39 051 088919 Fax +39 051 6088988. If you are not interested in bringing yourself up-to-date on the events related to the activities of AlmaLaurea, please tick the NO box here [ ] NO.

*All services targeted at companies are carried out by AlmaLaurea srl, which is entirely controlled by the AlmaLaurea Consortium. It is authorised to search and recruit the personnel and it is enrolled to the register of employment agencies under section IV (definitive licence: see reference number 0001543 of 21/01/2008)*

# ALMALAUREA

Connecting university, labour market and professionals

## GENERAL TERMS AND CONDITIONS OF CONTRACT FOR THE SUBSCRIPTION TO THE ALMALAUREA DATABANK

**Art. 1 – Object of the contract.** These general terms and conditions regulate the subscription to the databank of AlmaLaurea.

**Art. 2 – Publication of data.** Data contained in the AlmaLaurea databank are published three times a year, in particular at the beginning of March (1<sup>st</sup> graduation session) for those who graduated between September and December of the previous year; at the beginning of July (2<sup>nd</sup> graduation session) for those who graduated between January and April of the current year and at the beginning of November (3<sup>rd</sup> graduation session) for those who graduated between May and July of the current year.

**Art. 3 – Graduands and newly graduated students to be inserted in the graduates' databank.** Both graduands' curricula and – though for a short time- the curricula of newly graduated students can be found in the section "Graduands and newly graduated students to be inserted in the graduates' databank". Since they aren't yet officially recognized as "graduates", the content of the CVs has not been checked yet by universities, nor has it been checked by AlmaLaurea. Therefore, they just contain self-evaluations made by the students themselves.

**Art. 4.- Credits for curricula.** Each kind of subscription to the databank of AlmaLaurea is associated to a total amount of credits, that is the maximum number of curricula that can be downloaded by the user within the period of validity of the subscription. In case of renewal of the contract, the number of credits left from the previous contract will not be available anymore for the download of curricula. The user has an unlimited number of searches to carry out through the online databank of AlmaLaurea. For privacy reasons, all curricula will be displayed without graduates' personal data. In order to display the complete version of the curricula, including graduates' personal data, the user may download them by using the download function in the databank. This implies a proportional decrease in the number of credits available.

**Art. 5 – MyAlmaLaurea's services.** The services of MyAlmaLaurea, which can be used by the contractor as long as the subscription is active, are the following ones:

1. Processing and making changes in the personal profile;
2. Each search of candidates can be saved and users have the opportunity to reactivate or modify them at any time;
3. All curricula downloaded from the databank can be saved online in the user's personal area. Each user has the opportunity to access the most recent version of curricula at any time, without having the credits decreased.
4. Check of duplicate curricula. Each download of curricula is checked by the system, which controls if the curricula had already been downloaded. If that is the case, the total number of credits assigned to the user will not be decreased. The check does not apply to the graduands' and newly graduated students' databank, because it has different features from the one of certified CVs stored in the AlmaLaurea databank. Neither it applies to recruitment and selection companies, temporary employment companies and to anybody that works as an intermediary in the recruitment and selection process.

**Art. 6 – Subscription credits recharge.** If the user has used up the credits available for curricula before the expiry date of the subscription, a credits recharge can be requested and will be then available. This service consists in the purchase of a given number of curricula for the unit price related to the kind of subscription made.

**Art. 7 – Conclusion and performance of the contract.** The publication contract will be considered concluded only after the receipt by AlmaLaurea of the order form that is attached to these "General terms and conditions". The order form may be sent alternatively via fax or via e-mail.

**Art. 8 – Restrictions on use.** The contractor undertakes to process the personal data contained in the CVs in compliance with the existing legislation on personal data processing. In particular, the contractor undertakes to use the personal data contained in the CVs only within the context of the EU. The contractor undertakes on his/her direct personal responsibility that the databank will not be used for purposes other

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than selecting and hiring personnel. The contractor shall not enable a third party to access the databank of AlmaLaurea, nor shall the contractor disclose to third parties the information contained in the databank.

**Art. 9 – Rules for payment.** All prices can be found in the order form attached to these general terms and conditions and they are related to the different kinds of subscriptions available. They are an integral part of this contract. The amount due for the publication must be paid by transfer to: AlmaLaurea Srl. Bank: CARISBO (Filiale Bologna – Via Farini 22) IBAN: IT98 G 06385 02401 100000011315 (Purpose of the payment: Servizi AlmaLaurea).

**Art. 10 – Rights on the databank.** The AlmaLaurea Consortium is the exclusive holder of the rights on the consultation software of the databank. All rights related to the databank are retained exclusively by the AlmaLaurea Consortium. The contractor shall not reproduce the consultation software of the databank and the content of the databank for purposes other than the use allowed by these terms and conditions of contract.

**Art. 11 – Access code.** The access code to the databank of AlmaLaurea is given either to the person responsible for the purchase or to the person indicated in the order form as the contact person for the use of the databank (*if different from the person responsible for the purchase*). In case the contact person for the use of the databank is not the same person who is responsible for the purchase, the latter shall undertake to inform the contact person for the use of the databank on these terms and conditions of contract. The access code must not be given to third parties. The contractor undertakes to use the access code with the outmost carefulness, to ensure that it is not used by unauthorised persons. The contractor undertakes to report immediately the theft or loss of the access code, or of the material in which this code had been registered, by writing to AlmaLaurea.

**Art. 12 – Express termination clause.** If the Articles 8, 10 and 11 of these general terms and conditions are infringed by the contractor, the contract will be immediately terminated.

**Art. 13 - Subscription period.** Each subscription fee depends on the ceiling of curricula chosen but also on the validity period specified in the order. At the expiration date, any left curricula in the ceiling will be lost and the subscription will be disabled.