

Work placement agreement

Law from 24/06/1997, No. 196, Art.18 and Ministry Decree from 25/03/1998, No. 142

The Landeshotelfachschule Kaiserhof school with its headquarter in Merano, Corso Libertà 155, in the person of the headmaster, Hartwig Gerstgrasser

and

the _____ business, with its headquarter

in ZIP _____ town _____ street _____

tel _____ e-mail _____ in the person of its legal representative

Mr/Ms _____

agree in favour of the student

Name and surname		Date of birth
Place of birth	Tax number	
Street	ZIP town	Telephone
School/Subject area	Class	Year of training
RECEPTION		
Beginning of work placement	End of work placement	Duration of the work placement in working days (8 weeks = min. 40 working days = min. 320 hours)
Location of the internship (production site/department/section/office)		
Attendance times of the intern at the internship location underage trainees are not allowed to work between 11 p.m. and 7 a.m.		
Pocket money/payment: The State Employment Commission recommends a monthly pocket money of at least 650 euros. The HGV (Hotel and Innkeeper's Association) and the hotel management schools support this recommendation.		

on a training project concentrating on the activities listed under no. 11 and corresponding to the following basic conditions:

1. There will not be an employee-employer relationship due to the work placement as the trainee's activities in the business only pursue educational goals.
2. The business can't use the trainee for series production or for low-qualified works. Minor trainees can't be entrusted with money or with other objects of value for the delivery to a third person. The work placement can't be done in the parents' business.
3. The business is responsible for offering the trainee – according to his/her level of training – the possibility of carrying out the works under guidance and care and of assuming only limited responsibility due to his/her status as trainee.
4. Both school and business appoint a reference person who looks after the trainee during his/her work placement.
The Landeshotelfachschule appoints Mr/Ms _____ as reference person who should function as a connecting link between school and business.
The business appoints Mr/Ms _____ as reference person.
He/She is a qualified employee who knows about the work placement concept of the school, who accompanies the trainee professionally and who is in charge of a human working environment within the business. He/She is the contact person of the business for the school. At the end of the work placement, he/she has to write a report for the school including his/her observations, which he/she has to discuss with the trainee.
5. The trainee commits himself/herself to carry out the instructed works conscientiously and to stick to the working hours. He/She has to follow the business regulations as well as the relevant work rules and has to keep both the pledge of secrecy and the official secret.
6. The trainee commits himself/herself to write a learner's diary during the work placement or to write a structured report at the end of the work placement.
7. The trainee is insured for accidents in the workplace by the National Insurance Institute for Work Accidents (INAIL Position no. 92961408). In the event of an accident, the employer must inform the trainee's school immediately in order to forward the report efficiently. Landeshotelfachschule Kaiserhof (tel. +39 0473 20 32 00, e-mail: lhf.me-kaiserhof@schule.suedtirol.it); Any damages caused by the trainee will be born by the school department maintaining the right to hold the trainee responsible for any liability.

8. The school for hotel management and catering Kaiserhof assumes the task to inform the Labour Supervision Department and the relevant trade unions about the beginning of the work placement;
9. The business declares to keep to the hygienic and sanitary regulations as well as to the work safety regulations according to the regulations in force.
10. The work placement agreement can be prematurely cancelled, either amicably or unilaterally in case of good reasons. It has, however, to be cleared up between the two reference persons in either case; the cancellation of the work placement agreement has to be justified in writing.
11. The work placement should contain the following education programme: **R E C E P T I O N**
 - a) The student should acquire the following skills:
 - dealing with guests, welcoming guests
 - becoming aware of the necessary co-operation of the different areas
 - b) The student should practice the following tasks and processes:
 - filling in registration forms
 - giving information to the guest and index card administration
 - insight into correspondence and room plan administration
 - insight into guest accountability

Privacy Policy in accordance with Article 13 of the European Data Protection Regulation (Regulation EU 2016/679)

Purpose of the data processing: the personal data will be processed, also in electronic form, by the school's staff, who have been instructed to do so by the school's management. The processing is carried out based on the regulations in force and, in particular, in compliance with the principle of indispensability for the purpose of implementing training and orientation internships in accordance with the Provincial Law of 12 November 1992, No. 40. concerning the education in vocational schools. These internships represent an institutional activity of the school, as they are a form of didactic organization through which the school implements its educational offer for the benefit of the students.

Provision and recipient of the data: the personal data of the students must be provided in order to be able to handle the administrative tasks. The personal data of the students (surname and first name, date of birth, address and tax number) will be communicated to the company in which the training and orientation internship takes place, exclusively for those activities that are related to the planning and the organizational-didactic implementation of this internship.

Responsible for the data administration: the Landeshotelfachschule Kaiserhof Meran (School for Hotel Management and Catering), Freiheitsstraße 155, 39012 Meran, E Mail: lhf.me-kaiserhof@schule.suedtirol.it PEC: lhf.me-kaiserhof@pec.prov.bz.it represented by the headmaster pro tempore Hartwig Gerstgrasser is responsible for the data processing.

Data Protection Officer: the Data Protection Officer (DPO) can be contacted at the following contact details: Department of Educational Administration, Amba Alagi Street 10, 39100 Bolzano. Email address: dsb-bildungsverwaltung@provinz.bz.it

Data dissemination: insofar as the dissemination of the data is envisaged in order to comply with the specific obligations of transparency and publicity provided for by the regulations in force, the rights to the protection of personal data will be guaranteed.

Data retention period: the data collected will be retained for a period necessary to fulfill the purposes for which they are processed (Article 5, GDPR). The data will be deleted after the expiry of the retention periods provided for by the school's policy.

Rights: in accordance with the provisions in force, the data subject may, at any time and upon request, obtain access to the personal data concerned; if he/she considers them to be inaccurate or incomplete, he/she may request that they be rectified or completed; if the legal conditions exist, he/she may oppose the processing and request the erasure of the data or the restriction of processing. In the latter case, the personal data may be processed - apart from being stored - only with the consent of the data subjects or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of substantial public interest of the Union or of a Member State.

Legal Remedies: the data subject may lodge a complaint with the data protection authority if he or she considers that the processing of personal data relating to him or her infringes the General Data Protection Regulation.

Please note that the internship can only start once this agreement has been signed with all the following signatures.

Signature of the major trainee or of the parent or legal guardian for minors	
Signature of the legal representative of the business Business stamp	Signature of the legal representative of the Landeshotelfachschule Hartwig Gerstgrasser

Date, _____