

Manners 4 Minors®

Proper Social Behaviour and Good Manners Program

Student Exam Registration Data

MUST BE COMPLETED IN ENGLISH. PLEASE WRITE ALL LETTERS AND NUMBERS CLEARLY and in CAPITAL LETTERS

STUDENT ID / PASSPORT NUMBER			
STUDENT'S DATE OF BIRTH (DD/MM/YYYY)			
STUDENT'S FIRST NAME (as on ID/Passport)			
STUDENT'S LAST NAME (as on ID/Passport)			
STUDENT'S ADDRESS			
FATHER / LEGAL GUARDIAN 1		MOTHER / LEGAL GUARDIAN 2	
NAME		NAME	
CONTACT NUMBER		CONTACT NUMBER	

- All of the above **must** be completed. Please do not leave any blank spaces.
- At the day of examination, all students must bring with them their **Civil ID or Passport**.

The American Academy Larnaca and the American Academy Alumni Foundation (www.academy.ac.cy, 24 815 400) follow the General Regulation on the Protection of Personal Data of the European Union (Regulation 2016/679) and the "Law on the Protection of Individuals with regard to the Processing of Personal Data and on the Free Movement of such Data, N. 125 (I) / 2018 ". We have taken all reasonable technical and organisational measures to ensure that the data you provide us with, will always be safe and processed for the purpose collected for, following your consent. We need your permission to process your child's photographs and/or videos.

I consent to the use and publication of my child's photographs and/or videos:

In printed material, displays, magazines, newsletters, leaflet

Yes No

Yes No

On the AAL website

On the AAL Social Media Pages (YouTube, Facebook, Instagram)

Yes No

You have the right to access, rectify and erase any of your child's data, or request restriction of a specific processing. We will never transfer your or your child's personal data to any third parties or use it for any purpose other than its intended use. In case you need more information regarding the protection of your or your child's personal data and the exercise of your subject rights, you can view our privacy policy at www.academy.ac.cy or email us at theinstitute@academy.ac.cy / sportsacademy@academy.ac.cy. If you have any questions, would like to exercise any of your rights or have any complaints, you can contact our Data Protection Officer at dpo@academy.ac.cy or call 24 815 400. If you are not satisfied, you can file a complaint with the Office of the Data Protection Commissioner at www.dataprotection.gov.cy, 22 818 456.

Parent'/Legal Guardian's Name		Signature		Date	
Parent'/Legal Guardian's Name		Signature		Date	

*Where parental responsibility for a minor has been entrusted to one of the two parents please provide relevant certificate.
If a parent is deceased, please provide a death certificate.*



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Authorization with regards to personal data

I with ID number
with this statement I hereby authorise the Private Institute.....to use
my personal data such as identity number, name, telephones, etc. declared during the
registration of my child for his/her MANNERS4MINORS lessons at Private
Institute..... to be lawfully stored, used and processed in the sense of
the General Data Protection Regulation (GDPR) as applicable, by the Private Institute
..... and the MANNERS4MINORS Headquarters in Cyprus.

It is understood that the personal data of the child will be kept confidential and will be treated
as such. Any information will not be disclosed to any person / organization other than the Private
Institute and the MANNERS4MINORS Headquarters in
Cyprus, except in cases where the Law permits.

Name:

Signature:

Date: