

PRIVACY NOTICE

INFORMATION AND CONSENT REGARDING THE PROCESSING OF PERSONAL DATA

THIS DOCUMENT SHOULD BE PRINTED OUT, DATED AND SIGNED AND SUBMITTED WITH STUDENTS APPLICATION TO THE CREATIVE ACADEMY.

Welcome to the Creative Academy online application process. This Privacy Notice should be read in conjunction with the Privacy Policy and the Terms of Use you can find in the legal section of the website. You must provide your consent to the Privacy Notice in order for the Creative Academy to process your application. Without your consent we reserve all rights to reject your Application.

Welcome to The Creative Academy srl, with registered office at via Benigno Crespi, 26 Milan, Italy (“**Creative Academy**”). The Creative Academy is part of a group of companies owned by Compagnie Financière Richemont SA at 50, chemin de la Chênaie, CP30, 1293 Bellevue, Geneva, Switzerland.

You are submitting your personal information in order to send an application for the Master Programme at the Creative Academy either as (i) an applicant or (ii) acting on behalf of such an applicant with full authority to do so (both referred to as the “**Applicant**”). In the event your application is successful to the Creative Academy, you shall be referred to as a “**Student**”.

How we use your information:

In order to process your application for the Master Programme, we will use your personal information to:

- (i) manage your application admission and registration;
- (ii) provide career student services for post termination of any studies;
- (iii) providing progress reports to Applicants’ sponsors (which shall not include any family or relatives of such sponsors);
- (iv) publicise the Student’s name in a degree ceremony graduation programme;
- (v) inform other educational institutions of the Student’s degree awards; and
- (vi) evaluate the Applicant during the assessment process.

For further details, please see the section “Information you provide to us and how we use it” in our Privacy Policy.

Sharing your Information

- (i) In order to process and handle your personal information, we share this with Richemont for technical and security infrastructure.
- (ii) We may also share your personal information with third parties where we have a legal obligation to do so. This includes by way of example Student Loan companies, other sponsor and local authorities.
- (iii) In the event Students have fees owing to the Creative Academy on termination of the Master programme, the Creative Academy may, in its sole discretion, pass your personal information to debt collection agencies
- (iv) If you have completed your studies with Creative Academy, we use your personal information to send communications and to contact you regarding additional benefits such as news, updates or roles that have become available. You may opt out anytime from such communications.
- (v) We pass on your personal information to any company within the Richemont group where a Student has accepted to carry out an internship in such a company.

For further details please see the section entitled “**Sharing your Information**” in our Privacy Policy.

Graduates from the Creative Academy

With your consent (requested at the bottom of this Privacy Notice), all Students on being awarded a degree or postgraduate qualification will receive communications from the Creative Academy. This will include the opportunity for Students to receive information regarding roles, updates from the Creative Academy and opportunities to stay in contact with your fellow students and the Creative Academy. In the event you change your mind and do not wish to remain in contact, please opt out of such communications by providing notice to the Academic office as detailed above, after you have completed the Masters Programme. You may opt out of Creative Academy marketing communications at any time.

Image consent

With your consent (requested at the bottom of this Privacy Notice), we will use your degree award details and or your photograph to be published in any media communication, including on the Creative Academy website or in the Creative Academy graduation booklet. We may also notify previous educational institutions of your awards. In the event you change your mind regarding consent, please provide a written notice to the Academic Office within 7 (seven) business days of completing your final examination. Such written notice can be sent by post to Creative Academy – via Giovanni da Udine 32 – 20156 Milano Italy, or email to info@creative-academy.com

Access to your personal information

You have the right to ask for access to any information that we hold about you and to correct any inaccuracies. For further details please see the section “Your Choices” in our Privacy Policy.

For further details on how we process your information and for details of who you can contact for further information or to exercise your rights, please refer to our Privacy Policy. Please direct all requests for access to your personal information to the Academic office.

By ticking this box, I consent to the Creative Academy publishing my degree award details and my photograph in any media communication, including on the Creative Academy website or in the Creative Academy graduation materials (and such details to be notified to my previous educational institutions).

By ticking this box, I consent as a Student, Applicant and/or Graduate to receiving marketing information about the Creative Academy’s products or services and related educational products and services. We may send you this information using email, text, telephone or post. You can ask us to stop marketing at any time.

For further information about how we use your personal information please see our Privacy Policy.

Signature

Date

Master of Arts in Design

Application form

Section 1 - Personal details

Surname or family name	Title Mr/Ms	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
First names	Maiden Name			
Permanent address	Date of Birth	Day	Month	Year
	Place of Birth			
	Citizenship			
Telephone	Email			
Mobile	Skype Contact			

Section 2 - Education

Postgraduate Name of institution	Location	Duration
Name of course studied	Qualifications obtained	
Postgraduate Name of institution	Location	Duration
Name of course studied	Qualifications obtained	
University education Name of university	Degree	Location
		Duration
Modules/ Courses taken		
Dissertation title	Grade	
High school Name of institution	Location	Duration
Diploma	Grade (s)	

Section 2 - Education (continues)

Relevant Essays or published research (incl. name of publication & volume)

Relevant Contest/Awards/Exhibitions

Relevant Memberships to Creative or other Professional Associations

Relevant Areas of Expertise

Section 3 - Language proficiency

	Mother tongue	Excellent	Good	Average	Certificates
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
(Other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Stay abroad of significant duration (at least one month)

Computer literacy- Design Softwares

Section 4 - Work Experience

Company	Dates from	to	Job description	Position
Field/Industry	Jewelry	Watchmaking	Fashion/Accessories	Other(Please specify)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Company	Dates from	to	Job description	Position
Field/Industry	Jewelry	Watchmaking	Fashion/Accessories	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other significant professional experience

Section 5 - Hobbies and Interests

For what reason are you applying for the Master in Design programme?

Did you apply for other Masters in Italy or abroad? If yes, please specify.

What are your interests and your occupations in your spare time?

How did you learn about the Master in Design programme?

- | | |
|---|---|
| <input type="checkbox"/> Press
specify newspaper / magazine _____ | <input type="checkbox"/> Richemont Group |
| <input type="checkbox"/> Leaflet or other informative material of the
Creative Academy | <input type="checkbox"/> Internet: Google Search |
| <input type="checkbox"/> Study colleagues | <input type="checkbox"/> Internet: Social Networks |
| <input type="checkbox"/> Work colleagues | <input type="checkbox"/> Internet: Creative Academy Website |
| <input type="checkbox"/> Ex students of the Creative Academy
specify name _____ | <input type="checkbox"/> Internet: Ads |
| <input type="checkbox"/> University/School | <input type="checkbox"/> Other
specify _____ |

Comments/Notes about yourself or your application

Section 6 - Requested Documents

The following documents must be attached to the application:

- 1 Resume
- 2 Colour printed and digital portfolio with projects, sketches and manual renderings -including "gouaches" if possible. Cd with 3D models is optional
- 3 Two passport-size photos
- 4 A copy of your certificates

PLEASE NOTE THAT THE MATERIAL SENT TO CREATIVE ACADEMY WILL NOT BE RETURNED

Please, send this form with the requested documents to:

CREATIVE ACADEMY
Via Giovanni da Udine, 32
I-20156 Milan

Date/...../.....

Signature