Personal Data Protection and Privacy Notice

Erasmus+ and EU Project Writing Courses – Pre-registration

Last updated: 20 November 2026

1. Data controller

This Privacy Notice applies to pre-registration for the Erasmus+ and EU Project Writing Courses organised by Handan Akarsu Scarabello.

Data controller: Handan Akarsu Scarabello
Country: Italy
Contact: akarsuhandan@gmail.com
Website: www.handanakarsu.com

2. Personal data collected

The following information may be collected through the pre-registration form:

- Full name, email address and country of residence
- Profession and type of organisation
- Course(s) of interest and preferred course language
- Preferred delivery format, days and times
- Previous project experience and learning objectives
- Any additional information voluntarily provided by the applicant

3. Purposes of processing

Personal data is used for the following purposes:

- Receiving and assessing course pre-registration requests
- Planning course groups based on applicants' needs
- Communicating course dates, conditions and registration steps
- Responding to applicants' questions
- Sending information about future courses and webinars only where separate, optional consent has been provided

4. Legal basis

Assessing a pre-registration request and contacting an applicant about a requested training service may be based on steps taken at the applicant's request before entering into a contract (Article 6(1)(b) of the GDPR).

Sending promotional emails about future courses, webinars or similar events is based on separate consent (Article 6(1)(a) of the GDPR).

Declining promotional emails does not affect the assessment of a pre-registration request.

5. Retention of personal data

Pre-registration information that does not lead to confirmed enrolment will be retained for no longer than 12 months after the last relevant communication, and will then be deleted unless a legal obligation requires longer retention.

For participants who enrol, a separate notice covering the provision of training services may apply.

Contact details of applicants who consent to promotional messages will be processed until consent is withdrawn and in accordance with the applicable retention policy.

6. Service providers and data transfers

Pre-registration information may be collected and stored electronically using Google Forms and related Google services.

Where necessary, data may be shared with authorised service providers supporting course administration and registration, subject to appropriate data protection measures.

Any transfers of data outside the European Economic Area will be subject to the applicable legal requirements and safeguards.

7. Your rights

Subject to applicable law, applicants may request access to, rectification or erasure of their personal data, restriction of processing, object to processing and, where applicable, data portability.

Consent-based processing can be withdrawn at any time.

Requests may be sent to akarsuhandan@gmail.com. Applicants may also lodge a complaint with a competent data protection authority, including the Italian Garante per la protezione dei dati personali.

8. Pre-registration and communications

Submitting the pre-registration form is free of charge and does not create any obligation to pay or to enrol.

The information provided is used to manage the pre-registration request in line with the applicant’s preferences.

This notice explains how data is handled for pre-registration; separate, optional consent is requested for future promotional communications.

Website and Google Forms implementation notes

These notes are for the website developer / form administrator and are not part of the public-facing privacy notice.

Required acknowledgement (not marketing consent)

Question: Privacy Notice

Checkbox, required: “I have read the Personal Data Protection and Privacy Notice.”

Place a link to the published English notice in the question description.

Optional marketing consent

Question: Future training and event announcements

Checkbox, optional and unticked by default: “I would like to receive email updates from Handan Akarsu Scarabello about future courses and webinars. I understand that I may withdraw my consent at any time.”

Checks before publication

- Confirm whether Handan Akarsu Scarabello is the sole controller or another company also has access to applicant data.
- Confirm the stated 12-month retention period and implement an appropriate deletion process.
- Review the actual Google account, providers and international transfer safeguards.
- Where required, include the controller’s full postal/contact address and any other mandatory disclosures.
- Publish the privacy notice in each language used by the respective form and ensure consent is recorded appropriately.

Draft for publication review – adapt to actual processing practices and obtain legal review where appropriate.