

To Comune di Cremona

Spazio riservato al protocollo

Request for access and use of data, documents, pictures and informations of the Cultural heritage of the Civic Museums of Cremona.

I, the undersigned

(required fields for the authorization, the non-complete fields may involve the non acceptance of the request)

Surname, Name, Fiscal code:
 Birth date, Nationality:
 Address, Postcode, City, Country:.....
 Phone, E-mail address:.....

as legal representative of (this section must be filled only if the undersigned represents a legal entity):

Role:.....
 Company Name:.....
 (Registered Office) Address, Postcode, City, Country:

 Fiscal Code\VAT:
 Phone, E-mail address of the company:

APPLY FOR THE AUTHORIZATION

(choose at least one of the options below)

1. to consult\to look
2. to use and take pictures and\or video shooting of
3. to receive at the e-mail address provided the digital pictures of

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1	3	2	

the work\works listed below:

work 1: title\object, author/artistic field, inventory number (if available).....

 work 2: title\object, author/artistic field, inventory number (if available).....

 work 3: title\object, author/artistic field, inventory number (if available).....

the request is aimed to:

(choose at least one of the options below)

1. graduation\post graduation\PhD thesis (author and title):.....

2. research (author\authors and title):.....

3. other (research use) – specify (author\authors and title):.....

4. right of Press – specify:

5. other (personal use) – specify:.....

6. development and tourism promotion (only for public institutions) – specify:.....

7. publications -max 1000 prints and one language (author\authors and title) -specify:.....

8. publications (author\authors, title, copies and languages) -specify:.....

9. web site or other media (one language) -specify use:

10. web site or other media -specify use and languages:

11. further editions – specify the original edition, the new copies and languages:

12. further web site\media – specify the previous use and languages:.....

13. film and tv shootings (one language) -specify use:.....

14. merchandising and other commercial use -specify:.....

15. other – specify use, copies and\or web\media use, languages:.....



.....
 Notes:

Fully aware of the criminal liability and revocation of the benefits received I may incur in the case of false acts or declarations (art. 76 – D.P.R. 28/12/2000, n. 445) and under my personal responsibility,

I DECLARE to be aware:

1. that the Regulation for the use and reproduction of cultural heritage of the Civic Museums “*Regolamento per la disciplina dell’uso e della riproduzione dei beni appartenenti al patrimonio artistico, storico, archeologico e demotnoantropologico del Sistema Museale della Città di Cremona*” (Regulation), is available on the web site of the municipality of Cremona -regulations section;
2. that the personal, scientific and storage purpose, with the tourism promotion and right Press, are not subject to fee (Tit. 2, Art. 3, co. 6 of “Regulation”);
3. that any costs for further reproductions of the works required and/or technical assistance follow the price list (approved by “*Delibera di Giunta comunale n. 574 del 21 dicembre 2005*”). This is valid also for the requests not subject to payment;
4. that, if granted, the authorization is not exclusive, it is not transferable and it is given just once. Any use different from the authorized one is forbidden;
5. that before the publication, the Direction can require the preventive delivery of a sample and can decline the permission if consider it unsuitable (Tit. 2, Art. 1, co. 11 of “Regulation”). Next to the picture or the caption it is necessary to indicate the specific information concerning the reproduced work, according to the conditions indicated by the Direction;
6. that the applicant ensures the delivery of a copy of the work including the picture to the Museums, for documentation aims;
7. that each kind of reproduction of Cultural Heritage of the Civic Museums of Cremona realized on behalf of the applicant or by the applicant him/herself, is subject to: a) the delivery of a copy of each reproduction or film; b) the delivery, after its use, of the original reproduction (Tit. 2, art. 1, co 9 of “Regulation”). The transfer or the loan, even partial, of any copies or original items is absolutely forbidden;
8. that the authorization to publish and/or the requested photographic material will be delivered to the applicant after the payment of the relevant publication rights;
9. that the municipality of Cremona reserves the right to pursue any and all available legal and equitable remedies in case of violation, even partial, of the above-mentioned conditions and/or of what established in the Regulation,
10. of the document related to data processing (Attachment 1).

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Applicants are reminded that, according to the D.P.R. 445 of 2000/12/28, art. 38, this request is valid only if submitted together with an identification document of the applicant or if signed by the applicant himself in presence of the appointed employee.

Place, date and signature of the declarant:

HERE ATTACHED COPY OF:	
<input type="checkbox"/>	identity card
<input type="checkbox"/>	passport
<input type="checkbox"/>	driving licence

Reserved to the Office:

Date and signature:, the Director.....

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Attachment 1: information about the processing of personal data

INFORMATION ABOUT THE PROCESSING OF PERSONAL DATA

The Municipality of Cremona is actively involved in the respect of the principles established by the Regulation (EU) n. 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

For this reason, as you are a data subject, we hereby inform you about the modalities for the processing of the personal data you have provided us for the following requirements: access request, reproduction and use of archive's documents and property belonging to the artistic, historical, archaeological and ethnology-anthropological heritage stored or owned by the Cremona Museums Network.

The Office for the Archive's consultation and, the Office for pictures and reproduction permission manage the requests of:

- access to the museums' archives made up of pictures, books, documents and inventories of the collections;
- access to the collections for scientific and study purposes;
- photo shooting or others;
- permission to the reproduction of artistic material part of the collections.

Specific regulations:

- Cremona Museums Network's Regulation (*Regolamento per la disciplina dell'uso e della riproduzione dei beni appartenenti al patrimonio artistico, storico, archeologico e demoetnoantropologico del Sistema Museale della Città di Cremona*);
- Title II, Capo I ("*Fruizione dei beni culturali*"), Section. I and II ("*Principi generali*" and "*Uso dei beni culturali*"), articles. 101- 110, Capo III ("*Consultabilità dei documenti degli archivi e tutela della riservatezza*"), artt. 122-127 D. Lgs 22 gennaio 2004, n. 42 ("*Codice dei Beni Culturali e del Paesaggio*").

Contact details of the Data Controller

The personal information's Data Controller is the Municipality of Cremona (the Mayor *pro tempore*, legal representative), with headquarters in Cremona-piazza del Comune, 8 –phone 0372.4071 – CEM: protocollo@comunedicremona.legalmail.it

Data protection's processor

responsabile.protezionedati@comune.cremona.it

Purpose of the processing and legal framework

The personal data will be processed only for the Administration's institutional purposes and public interest and for the obligations required by the mentioned rules.

The personal processed personal data are relevant only for the authorization procedure for the access to the services of the Office for the Archive's consultation, of the Office for pictures and reproduction permission. The consent to their treatment is included in each request's application form.

Place and procedure of the data processing

The data processing takes place mainly in the Municipality of Cremona and possibly in partnership with other subjects specifically appointed as data processors. The data processing takes place only for the time

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strictly required for the purposes, also with the use of automated tools, in respect of the safety measures aimed at preventing the data loss, the illegal or non-conforming use and the unauthorized accesses.

The data are treated only by the staff authorized to process them or, occasionally, by the service's staff in charge of the systems' maintenance, according to the principles of integrity, lawfulness, transparency, relevance and not excess.

Type and nature of the data

Personal and identification's data, domicile and/or residence's address, phone, mail and/or web address, VAT number or other tax information.

Data provision

The failure to provide necessary data does not allow to proceed with the request and the other related activities.

Conservation's period

The data will be retained for the period of time strictly necessary to achieve the purposes ("principle of limitation of data conservation" and "principle of data minimization") and in line with the deadlines established by the laws.

Data recipients

The data provided will be ordered, registered and stored by the Municipality of Cremona; they will be object of interconnection and comparison with other certifying administrations, in order to verify the statements presented during the request of access, use and reproduction of archive's documents and property belonging to the artistic, historical, archaeological and ethnology-anthropological heritage stored or property of Cremona Museums' Network.

Where expected, the data could be reported to third parties, specifically to other offices of the Municipality and other third parties interested in the proceeding.

Automated decision-making processes

Not existing.

Rights of the data subject

The interested parties, upon the occurrence of the cases provided by the rules, can require at the data recipients:

- the access to the personal data provided,
- data correction or deletion,
- the limitation of the processing that affects them,
- the opposition to the processing,
- the exercise of the right to the data portability.

Furthermore, the right to make a complaint to the competent supervisory authority may be claimed by the data subject.