



# REQUEST FOR AUTHORIZATION TO PUBLICATION

modulo **A**  
eng

**To the head of the U.I. Research and preservation libraries**

The undersigned .....  
 resident ..... in the province .....  
 address .....  
 e-mail ..... telephone .....

**Requests authorization to publish the following images or documents belonging to the library:**

.....  
 .....

**for publication:**

in the magazine (title) .....  
 in the volume  cd  dvd  TV program  website   
 author .....  
 title .....  
 publisher, place of publication and date .....  
 print run n. .... Cover price .....

**Date** ..... **Signature** .....

**SPACE RESERVED FOR THE LIBRARY**

Prot. N. .... Date .....

- Authorization not granted
- Authorization granted under the following conditions:
  - exempt from reproduction rights
  - subject to the payment of reprinting rights by payment of € ..... as reprinting fee

The sum must be paid:

**from private individuals:** by bank transfer to account 000020067156 stating as recipient the Municipality of Bologna - Municipal Libraries Sector at Unicredit Banca Spa, Agenzia Bologna Rizzoli, via Rizzoli 34, 40125 Bologna - IBAN: IT 88 R 02008 02435 000020067156 - Swift Code: UNCRITM1OM0 (for payments at the local branch indicate Institution Code: 8240000); by credit card on the website <https://payer.lepida.net/home>;

**from P.A. and public entities:** by bank transfer to special accounting no. 062188 at the Bank of Italy, Provincial State Treasury, Bologna section Piazza Cavour 6, 40124 Bologna.

Be sure to clearly indicate as reference for payment: Biblioteca dell'Archiginnasio - Payment of reproduction rights for editorial purposes.

A copy of the payment receipt must be sent to this library via email or fax.

We inform you that this concession is non-transferable and that it is issued on a non-exclusive basis, only once.

It is also required that:

- these requirements are communicated to the publisher, who must comply with them;
- the Archiginnasio municipal library is explicitly cited among the sources;
- n. of copies of the publication are delivered to the Archiginnasio municipal library.

The head of the U.I. Research and preservation libraries  
 Dr. Elisa Rebellato

## INFORMATION ON THE PROCESSING OF PERSONAL DATA

The information is provided pursuant to articles. 13 ff. EU Regulation 2016/679 "relating to the protection of natural persons with regard to the processing of personal data, as well as to the free circulation of such data and which repeals Directive 95/46/EC (General Data Protection Regulation)" to those who interact with the web services of the Archiginnasio website, accessible from the address:

[www.archiginnasio.it](http://www.archiginnasio.it)

corresponding to the home page of the official website of the Archiginnasio Library.

The information is provided exclusively for the Archiginnasio Library website and not for any other websites consulted by the user via links.

### 1. Data Controller and Data Protection Officer

The Data Controller of personal data is the Municipality of Bologna with headquarters in Piazza Maggiore, 6 - 40121 Bologna, [protocollogenerale@pec.comune.bologna.it](mailto:protocollogenerale@pec.comune.bologna.it).

The Data Protection Officer is Lepida S.p.A., Via della Liberazione, 15 - 40128 Bologna, [dpo-team@lepida.it](mailto:dpo-team@lepida.it).

### 2. Treatment

With reference to the data processed, the Library informs that:

- the processing of personal data is aimed at carrying out tasks of public interest or in any case connected to the exercise of the public authorities, under the jurisdiction of the Municipality on the basis of laws, statutes and municipal regulations;
- the processing of particular data is carried out on the basis of laws, statutes and regulations for reasons of relevant public interest;
- the processing is carried out with telematic and/or manual tools;
- the provision of data is optional, but necessary for the correct carrying out of the investigation and procedural obligations or for the provision of the service;
- failure to provide some or all of the requested data may result in the interruption of the procedure or service;
- in relation to the procedure and related activities, the Municipality may communicate the data acquired to third parties i.e. competent public or private bodies, in the instances specified by law, statute, municipal regulations;
- the data will be processed by the Director of the organizational structure, their appointed collaborators, following suitable instructions or companies expressly appointed as data controllers; these individuals ensure levels of experience, ability and reliability such as to guarantee compliance with current provisions on processing, including data security;
- the data will be stored for a period not exceeding that provided for by the regulatory basis that legitimizes the processing and in compliance with the rules on the conservation of administrative documentation; to this end, also through periodic controls, the strict relevance, non-excess and indispensability of the data processed is verified;
- the data processed are subject to the legislation on the right of access, with the methods and limits set out in the laws in force.

### 3. Rights of the interested party

Interested parties have the right to ask the Municipality of Bologna for access to personal data, rectification or cancellation of the same, or the limitation of the processing that concerns them or to oppose the processing (art. 15 ss. EU Regulation 2016/679).

Such application is presented by contacting the Data Controller (Municipality of Bologna with headquarters in Piazza Maggiore, 6 - 40121 Bologna [protocollogenerale@pec.comune.bologna.it](mailto:protocollogenerale@pec.comune.bologna.it)).

If the conditions are met, they also have the right to lodge a complaint with the Guarantor for data protection as supervisory authority, and the right of appeal to judicial authorities.