



REQUEST FOR PHOTOGRAPHIC REPRODUCTION

modulo **B**
eng

To the Archiginnasio Municipal Library

The undersigned
 resident in the Province
 Address
 e-mail Telephone

Requests a quote for the photographic reproduction of the following material owned by the library (location, author, title, year of publication, complete reproduction or number of pages/pages/tables):

.....

Requests that the quote be sent via email to the address indicated above or to this address:

.....

Declares that the reproductions will be used for:

- personal use or study use
- scientific, educational, commercial, derivative use. The appropriate publication authorization request form is attached

> They also declare that they know that the work will be carried out once proof of payment has been sent via email or fax, the methods of which are indicated in the estimate, and that the library will retain a copy of each photo reproduction carried out in its archives.

> Declares to be aware of the information for the photoreproduction of manuscript and printed materials stored at the Archiginnasio Municipal Library (<https://www.archiginnasio.it/servizi-archiginnasio/fotoriproduzioni>).

> They additionally declare that they are aware that any authorization to use the reproductions for publication purposes must be requested in advance, using the appropriate form, from the library management, who reserves the right to grant it based on further agreements.

Date Signature

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 from the address:

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 that may be 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.

The Data Protection Officer is Lepida S.p.A., Via della Liberazione, 15 - 40128 Bologna, 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).

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.