

**Application for a digital copy of images from the photographic archive  
of the Civic Museums of Reggio Emilia**

To the Director of the Civic Museums  
**Dott.ssa Valentina Galloni**  
Municipality of Reggio Emilia

*Mail: musei@comune.re.it*

*PEC: comune.reggioemilia@pec.municipio.re.it*

The undersigned

born in  on

Identity document type  number

issued on  by

in his/her capacity as Legal Representative of

with registered offices in

street address  No

Tax Identification/VAT No.

Contact person

Phone number  e-mail

**Hereby applies for**

a digital copy of the following images from the Photographic Archive of the Civic Museums of Reggio Emilia:

**Subject**

**Collection**

**File No.**

• **Purpose of the reproduction and use of the images:**

- commercial use (publication for sale or advertising use for commercial products)
- study purposes (1)
- educational use (1)
- other

(1) in this case, no rates will be due without, however, prejudice to reimbursement of the expenses sustained by the Municipality (Art. 108 Legislative Decree D.Lgs 42/04).

• **Type of media:**

- Volume/ Title
- Forecast date of publication
- leaflet  CD-ROM  video
- Internet website of public authority
- Internet website of private body
- other

**To this effect**, aware of the penalties provided for by art. 76 of Presidential Decree D.P.R. 445/00 and subsequent amendments and additions in the case of falsification of documents and fraudulent statements, pursuant to arts. 46 and 47 and according to the procedures described in art. 38 of the aforementioned Presidential Decree

**the subscriber hereby undertakes**

- to pay any fees required, as indicated in the price lists in force; such payment will be made through the pagoPA system after the Municipality has sent a relative **e-invoice\***,

The invoice must be issued to:

with registered offices/resident in

street address.  No.

Postal Code

Tax Identification/VAT No.

IPA (Public Administration Index) Code/Client Code

Phone number  e-mail

Pec (certified e-mail address)

- to **consign two copies** of the publication to the Library of the Civic Museums of Reggio Emilia - Photographic Archive

**furthermore the subscriber declares that**

- he/she is aware of the current provisions provided for by L. 633/41 and therefore undertakes to abstain from dissemination of images of the artistic heritage conserved in the premises of the Civic Museums of Reggio Emilia that is not consistent with the provisions established by these copyright regulations;
- the images will be used in ways consistent with their historic-artistic value and only for the aforementioned purposes authorized by the Municipality;
- he/she will apply for a new permit if the image is reused for purposes other than those indicated in this application form;
- he/she will clearly specify, on the images, the owner of the reproduced object and the reproduction permit granted by the Civic Museums of Reggio Emilia;
- he/she has read the information note on the processing of personal data in accordance with Article 13 of European Regulation 679/2016 attached to the application.

The Municipality of Reggio Emilia may legally prosecute the applicant for any use of the images other than that declared herein.

It is hereby agreed that the Court of Reggio Emilia shall have exclusive jurisdiction over any disputes as may arise between the parties.

date

For acceptance the applicant (*signature*)

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***A copy of the identity document of the subscriber is required***

**to be filled in by the Administration**

Seen and authorized free of charge

Seen and authorized upon payment of the sum of € \_\_\_\_\_ to be paid after the transmission of electronic e-invoice by the municipal offices.

**Contact person for the practice**

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*Seen and authorized*  
The Director of the Service  
**dott.ssa Valentina Galloni**

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## Information regarding the personal data processing policy in accordance with Art. 13 of European Regulation 679/2016

### 1. Premise

In accordance with art. 13 of the European Regulation n. 679/2016, the Municipality of Reggio Emilia, as "owner" of the processing, is required to provide information on the use of your personal data.

### 2. Holder of the processing of personal data

The Data Controller for the processing of personal data referred to in this Notice is the Municipality of Reggio Emilia, with registered office in Reggio Emilia, Piazza Prampolini No. 1, 42121, tel. 0522/456111, email: [privacy@comune.re.it](mailto:privacy@comune.re.it), certified email: [comune.reggioemilia@pec.municipio.re.it](mailto:comune.reggioemilia@pec.municipio.re.it).

### 3. Responsible for the protection of personal data

Data Protection Office for the Municipality of Reggio Emilia is located in Reggio Emilia, Piazza Prampolini n°1, 42121, tel. 0522/456111, email: [dpo@comune.re.it](mailto:dpo@comune.re.it)

### 4. Managers of the treatment

The Municipality of Reggio Emilia may use third parties to carry out activities and related processing of personal data of which the Municipality is entitled. In accordance with the provisions of art. 28 of EU Regulation 679/2016 with these subjects, the Municipality signs contracts that bind the Data Processor to comply with the law.

The Municipality of Reggio Emilia has appointed as manager of the treatment:

**MUNICIPIA Spa, sede legale in Trento, via Adriano Olivetti n. 7 C.F./P.Iva 01973900838**

### 5. Subjects authorized to treatment

Your personal data are processed by internal staff previously authorized and designated as the person in charge of the processing, who are given appropriate instructions on measures, mechanisms, modus operandi, all aimed at the concrete protection of your personal data.

### 6. Purpose of the processing

Personal data will be processed by the Municipality of Reggio Emilia for the following purposes: granting of authorisation to reproduce cultural assets and works of art, specified in the request, owned by the Municipality of Reggio Emilia or managed by the Civic Museums, kept in their premises, and management of the consequent administrative fulfilments.

### 7. Legal basis of the processing

The processing of your personal data is carried out by the Municipality of Reggio Emilia for the performance of a task of public interest or connected to the exercise of public authority, therefore, pursuant to art. 6 paragraph 1 letter. e) of the European Regulation 679/2016 does not require your consent.

Your personal data are processed by the Municipality of Reggio Emilia exclusively for the purposes that fall within the institutional duties of the Administration and to fulfill any legal, regulatory or contractual obligations. The processing of your personal data takes place according to the following legislation: D.Lgs 42/04; L.633/41; D.M. 20/04/2005.

### 8. Recipients of personal data

Your personal data are not subject to disclosure.

### 9. Transfer of personal data to non EU countries

Your personal data are not transferred outside the European Union, except in cases provided for by specific regulatory obligations.

### 10. Retention period

Your data are kept for a period not exceeding that necessary for the pursuit of the aforementioned purposes. To this end, also through periodic checks, the strict relevance, non-excess and indispensability of the data with respect to the relationship, the service or the ongoing assignment, to be established or terminated, is constantly checked, also with reference to the data that you provide on your own initiative. The data that, even following the verifications, are excessive or irrelevant or not indispensable, are deleted, except for the possible conservation, by law, of the deed or document that contains them.

### 11. Your rights

- As an interested party, you are entitled:
- to access to personal data;
- to obtain the correction or cancellation of the same or the limitation of the processing that concerns them;
- to oppose the treatment;
- to propose a complaint to the Authority for the Protection of Personal Data

To exercise the above rights, you can contact:

- **the Data Protection Officer of the Municipality of Reggio Emilia:** with registered office in Reggio Emilia, Piazza Prampolini No. 1, 42121, tel. 0522/456111, email: [privacy@comune.re.it](mailto:privacy@comune.re.it), certified email: [comune.reggioemilia@pec.municipio.re.it](mailto:comune.reggioemilia@pec.municipio.re.it).
- **the Data Controller of the Municipality of Reggio Emilia,** with registered office in Reggio Emilia, Piazza Prampolini n. 1, 42121, tel. 0522/456111. email: [dpo@comune.re.it](mailto:dpo@comune.re.it)

### 12. Provision of data

The provision of your data is optional, but necessary for the purposes indicated in point 6. Failure to provide it will result in the impossibility of granting permission to reproduce the cultural assets and works of art, specified in the request, owned by the Municipality of Reggio Emilia or managed by the Civic Museums, kept in their premises.