

## COLLECTIONS DEPARTMENT

Request to be authorised to reproduce and display works within the exhibition / initiative / event

The undersigned ....., born in ..... on .....,  
residing in ....., address .....,  
tel. / fax / mobile ....., email .....,  
on behalf of ....., registered office: .....

### REQUESTS

to be authorised to reproduce / use within the following initiative:

.....

Expected number of copies .....  Cover  Back cover  Inside page

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The images of the following documents (*indicate: fund, shelf mark or placement*):

.....

.....

of which he/she possesses the reproduction:  YES  NO

of which he/she is requesting:

analogical: medium (colour picture, slide, etc.) .....

digital format: ..... resolution: .....

The publication of the materials will have to be accompanied by the following descriptor "*Collections of Museo Nazionale del Cinema – Turin*".

The undersigned

- undertakes to bear the costs related to the search for materials, the reproduction of the properties required, the restoration that may be necessary for the purposes of reproduction in the case of fragile materials, and the costs for the use of the images of the Museum's properties (as per the Rate Table);
- considering that Museo Nazionale del Cinema owns the original materials but not the related rights of economic exploitation, undertakes to seek the necessary consent from the holders of such rights and, if necessary, pay the due amounts, discharging the Museum from any liability consequent to the reproduction and/or use;
- declares to be aware of, and comply with, the rules and regulations applicable to the access and use of data and documents set forth in Legislative Decree no. 42 of 22 January 2004 ("Italian Cultural Heritage and Landscape Code" and by Legislative Decree no. 196 of 30 June 2003 ("Italian Persona Data Protection Code").
- authorises the processing of his/her personal data in compliance with Legislative Decree no. 196 of 30 June 2003 mentioned above, for the communication needs indicated in the information on the back;
- undertakes to deliver a copy of the materials realised to the Museum.

Turin, .....

Signature (*if this is the original*) .....

## **INFORMATION ON DATA PROCESSING**

### **(Section 13 of Legislative Decree no. 196 of 30 June 2003)**

1. Pursuant to and for the purposes of Legislative Decree no. 196 of 30 June 2003, the data Museo Nazionale del Cinema collects in the provision of its services shall be processed exclusively for the pursuance of the institutional purposes intended for the users of the said services. The data communicated for the filling in, the updating, or the disclosure of statistics on the type and composition of the users and the use of the documentary material of the Museum shall be exclusively processed in anonym form. The disclosure of the data and the relevant processing are mandatory for the purposes of the ordinary management of the Museum and to protect the documentation; any refusal to disclose them may cause the total or partial impossibility to provide the available services, including the impossibility to borrow the material kept in the Museum.

2. The data shall be processed with the procedures indicated in art. 11 of Legislative Decree no. 196 of 30 June 2003, in such a way as to guarantee their security and confidentiality. The data shall be processed by using hard-copy, computer, or telecommunication tools, on the basis of quality, quantity, and time criteria. Only the authorised parties may access and, therefore, become aware of, the data (these parties shall include industry experts of the Museum, as well as persons in charge of the management and maintenance of IT systems). Without prejudice to the notices to be made in compliance with legal and contractual obligations, the data collected and processed shall in no way be transferred to third parties.

3. The Data Controller is Museo Nazionale del Cinema – Fondazione Maria Adriana Prolo – Via Montebello 20, 10124 Turin - taxpayer's code and VAT number: 06407440012.

To verify the personal data and request their integration, updating and/or rectification, and/or to exercise the other rights provided for by Section 7 of the Italian Personal Data Protection Code, the text of which is reported below, please contact the Data Processor (Mr. Daniele Tinti – Via Montebello 22, 10124 Turin – 011/8138505 – [tinti@museocinema.it](mailto:tinti@museocinema.it)).

#### *Art. 7 of Legislative Decree no. 196 of 30 June 2003 – Right to access personal data and other rights*

1. A data subject shall have the right to obtain confirmation as to whether or not personal data concerning him exist, regardless of their being already recorded, and communication of such data in intelligible form.

2. A data subject shall have the right to be informed:

a) of the source of the personal data;

b) of the purposes and methods of the processing;

c) of the logic applied to the processing, if the latter is carried out with the help of electronic means;

d) of the identification data concerning data controller, data processors and the representative designated as per Section 5(2);

e) of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State's territory, data processor(s) or person(s) in charge of the processing.

3. A data subject shall be entitled to obtain:

a) the updating, rectification or, where interested therein, integration of the data;

b) the erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed;

c) certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.

4. A data subject shall have the right to object, in whole or in part:

a) on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;

b) to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.