

**Application for authorization to photograph/ film the cultural heritage and works of art owned by the municipality of Reggio Emilia and conserved in the Civic Museums of Reggio Emilia**

To the Director  
Cultural Services - Civic Museums  
Municipality of Reggio Emilia  
**Dott. Nando Rinaldi**

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 authorization**

• **To take pictures/shoot footage of the following type:**

- photographic       cinema       television

at the following museum:

on

from (time)

• **Purpose of photographing/filming and use of the images:**

- Commercial use (product intended for sale)       <sup>(1)</sup> educational use (scholastic)
- <sup>(1)</sup> study purposes
- 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 / channel used for publication**

Television documentary  video  leaflet  exhibition catalogue  CD-ROM

volume

Internet website of public authority

Internet website of private body

other

• **title of project** in which the reproductions will be published:

• **curator /author of project**

• **number of languages and editions** in which the reproductions will be published

• **forecast number of issues and commercial value of work**

Notes

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 undersigned hereby 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 relating to the artistic heritage conserved in the premises of Palazzo dei Musei that is not consistent with the provisions established by these copyright regulations;
- he/she is acquainted with the current regulations provided for by the Cultural Heritage Code (Legislative Decree D.Lgs. 42 of 22/1/2004) concerning the immovable property of historic-artistic interest and the cultural, historic and artistic heritage conserved in the premises of Palazzo dei Musei and that he/she will therefore undertake to take measures and adopt conduct able to prevent all damage to the objects, furnishings, equipment and structures therein;
- he/she undertakes to abstain from moving and using the objects, furnishings and works in the premises covered by this authorization and that he/she is acquainted with the fact that it is forbidden to use wall-mounted supports and that consequently all materials used (stands, furnishings,...) must be free-standing;
- he/she undertakes to keep confidential all the facts, information, knowledge and any documents of which he/she may become aware, in any way, during the filming activity within the Museum premises referred to in this application. He/she also declares that 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.
- he/she is aware that the images must be used in ways consistent with their historic-artistic value and only for the aforementioned purposes authorized by the Municipality and that all further and different uses shall require a new authorization;
- he/she undertakes to abstain from disseminating, divulging or selling the copies obtained for personal reasons, study or scientific purposes;
- he/she is aware that the reproduction permit cannot be assigned or transferred to third parties, that it is understood to have been issued on a non-exclusive basis, for once only, following payment of the rates and fees indicated in the Municipal Price Lists in force and for the sole purpose stated;
- he/she undertakes to consign, to the Civic Museums - Communication Office, the original of each digital reproduction used, in high-resolution format to be freely used by the said Municipality for its own initiatives, as well as 2 (two) copies of the work in which the image is published (for agreements write to [musei@comune.re.it](mailto:musei@comune.re.it))

- he/she is aware that the authorization is to be considered granted exclusively with regard to the reproductions that will be consigned to the archives of the Civic Museums
- he/she is aware of the Municipality's right to request a reproduction to examine prior to public circulation;
- he/she is aware of the fact that the rates and fees charged by the Municipality do not include the expenses for shipping and packing the reproductions or the material requested, which are at the charge of the applicant;
- ownership of the reproduced object and the reproduction permit granted by the Civic Museums of Reggio Emilia must be clearly specified on the publication;
- the Municipality is relieved from all liability for damage to persons and/or things that may occur during the course of the authorized activities. Applicants are therefore strongly advised to take out an insurance policy. The holder of the permit also undertakes to comply with the pertinent laws and regulations in force in the territory of the Municipality of Reggio Emilia.

The Municipality of Reggio Emilia may, at its sole discretion, withdraw this permit for reasons of public interest or public order or non-compliance of the authorized party without this latter being entitled to claim the right to reimbursement of expenses.

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.

### Rates

The amount payable can be quantified on the basis of the Municipal Price List in force and the payments will be made through the pagoPA system after the Municipality has sent a relative *e-invoice\**,

### Payments

\* The invoice must be made out to

with registered office/resident in (street address)  No

Tax Identification/VAT No

IPA (Public Administration Index) Code/Client Code

phone  e-mail address

Pec (certified email address)

date

For acceptance the applicant (*signature*)

*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 \_\_\_\_\_

*Seen and authorized*  
 The Director of the Service  
 dott. Nando Rinaldi

## 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.