

## Request of public access to Cremona Museums Network's Filing System

**Cases NOT SUBJECT to the payment of the reproduction charges for the scientific (printed, multimedia, video, cinema, television) editions:**

To  
**Comune di Cremona**  
**Settore Musei, Cultura e City branding**  
via Ugolani Dati 4,  
26100, Cremona  
tel. +39 0372 407269  
fax +39 0372 407268  
[museo.alaponzone@comune.cremona.it](mailto:museo.alaponzone@comune.cremona.it)  
[www.comune.cremona.it](http://www.comune.cremona.it)

<i>(Reference number's box)</i>
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**CONS. N.** \_\_\_\_\_

I, the undersigned:

<b>Surname</b>	
<b>Name</b>	
<b>Address</b>	
<b>Postcode, city, province, country</b>	
<b>Telephone</b>	
<b>fax</b>	
<b>web-site</b>	
<b>E-mail address</b>	

in my capacity as legal representative of the company:

<b>Name</b>	
<b>Address</b>	
<b>Postcode, city, province, country</b>	

<b>VAT identification number</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Web-site</b>	
<b>E-mail address</b>	

APPLY for the authorization to exhibit in public the pictures of the following art-work:

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COMUNE DI CREMONA			
Categ. 09	12	02	/

Fully aware of the criminal liability I may incur in the case of false acts or declarations (art. 76 – D.P.R. 28/12/2000, n. 445)

I DECLARE

that the picture will be used for (specify the art-work(s) exhaustively indicating its author and title, the number of published copies, the used languages, the television spots,...):

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The applicant declares s/he been informed of the following clauses and s/he commits to respect them:

- 1 If granted, the authorization for the request in object is not exclusive, it is not transferable and it is given just once. Any use different from the authorized one is forbidden.
- 2 In case of a request of reproduction included in Cremona Museums Network 's Regulation (*Regolamento per la disciplina dell'uso e della riproduzione dei beni appartenenti al patrimonio artistico, storico, archeologico e demoetnoantropologico del Sistema Museale della Città di Cremona*), Tit. 1, art. 1, paragraph 2; Tit. 2, art. 3, paragraphs 2 and 6, the payment of the relevant reproduction rights is not necessary. You are obliged to pay only the possible reproduction and/or technical and scientific assistance costs in the amount indicated in Cremona Museums

Network's list of prices.

- 3 In case the authorization concerns a publishing or a public diffusion action, Cremona Museums Network can require the preventive delivery of a sample and it can decline the permission if it is considered unsuitable, according to Cremona Museums Network 's Regulation (*Regolamento per la disciplina dell'uso e della riproduzione dei beni appartenenti al patrimonio artistico, storico, archeologico e demoetnoantropologico del Sistema Museale della Città di Cremona*), Tit. 2, art. 1, comma 11.
- 4 According to Cremona Museums Network's Regulations in force *Regolamento per la disciplina dell'uso e della riproduzione dei beni appartenenti al patrimonio artistico, storico, archeologico e demoetnoantropologico del Sistema Museale della Città di Cremona* (Tit. 2, art. 1, paragraph 9) and in compliance with the art. 109 D.lgs. dated 22<sup>nd</sup> January 2004 nr. 42, each kind of reproduction of Cremona Museums Network's possessions either realized on behalf of the applicant or by the applicant him/herself, is subject to: a) the delivery of a copy of each reproduction or film; b) the delivery, after its use, of the original reproduction (negative, film, video...). The transfer or the loan, even partial, of any copies or original items is absolutely forbidden.
- 5 Next to the picture or the caption it is necessary to indicate the specific information concerning the reproduced work according to the conditions indicated by Cremona Museums Network.
- 6 The applicant ensures the delivery of a copy of the work including the picture to Cremona Museum Network's library-archive, for documentation aims.
- 7 The authorization and the payment of the publication rights gives the right, on request, to rent for free a transparency (6x6) or a digital high resolution picture of the work, depending on its availability. In this case the applicant ensures the return of the photographic material on loan from the Cremona Museum Network-"Ala Ponzzone" Civic Museum's Photographic Service within six months and in perfect conditions, or the payment of the relevant penalties according to the attached list of prices. The transfer or the loan, even partial, of such pictures or copies is absolutely forbidden.
- 8 According to Cremona Museums Network's Regulations in force (Tit. 2, art. 1, paragraph 9) and in compliance with the art. 109 D.lgs. dated 22<sup>nd</sup> January 2004 nr. 42, each kind of reproduction of Cremona Museums Network's possessions either realized on behalf of the applicant or by the applicant him/herself, is subject to: a) the delivery of a copy of each reproduction or film; b) the delivery, after its use, of the original reproduction (negative, film, video...). The transfer or the loan, even partial, of any copies or original items is absolutely forbidden.
- 9 Cremona Museums Network reserves the right to pursue any and all available legal and equitable remedies in case of violation, even partial, of the above-mentioned conditions and/or of what established in Cremona Museums Network's Regulations.

Date and  
signature .....

**Applicants are reminded that, according to the D.P.R. 445 of 2000/12/28, art. 38, this request is valid only if submitted together with an identification document of the applicant or if signed by the applicant himself (showing his identification document) in presence of the appointed employee.**

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I, the undersigned agree to use my personal data in compliance with the Regulation (EU) n. 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and take formal note of the information mentioned in the Attach 3 -Information about the processing of personal data.

Date and  
signature .....

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**Here enclosed:**

**1.1. Price list**

**1.2 Method of payment**

**1.3 Privacy: information about the processing of personal data**

*Box for the office:*

Date:

The Director of the Cultural and Museums' Department:

## **Attachment 1: PRICE LIST (VAT not included)**

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List of technical-scientific assistance charges:

During opening hours	<b>€ 20 per hour</b>
During closing hours	<b>€ 35 per hour</b>

Digital pictures (low definition, 72 dpi):

EACH	MORE THAN 50
<b>€ 1.00</b>	<b>€ 0.70</b>

Rental of high definition digital pictures:

High definition digital picture (300 dpi): 15 €
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**It's forbidden to keep or re-use any copy of the pictures once they have been used, unless you are granted an authorization.**

## **Attachment 2: METHOD OF PAYMENT**

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Please remember to arrange the bank transfer once you have received our invoice

Method of payment

Bank transfer to:

BANCO POPOLARE Agenzia n. 8 - CREMONA Via Ghinaglia, 53 ☎0372/25122 📠 0372/0479

**IBAN: IT 68 Y 05034 11400 000000103327**

**Reason: "Museo Civico "Ala Ponzzone" – reproduction rights (*invoice number / work's title – inventory's number*)**

In order to speed up the delivery of the photographic material and to obtain the authorization as soon as possible, we kindly suggest you to send a copy of the payment receipt:

e-mail: [museo.alaponzone@comune.cremona.it](mailto:museo.alaponzone@comune.cremona.it)

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## Attachment 3: information about the processing of personal data

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**Cremona**  
COMUNE DI CREMONA

### INFORMATION ABOUT THE PROCESSING OF PERSONAL DATA

The Municipality of Cremona is actively involved in the respect of the principles established by the Regulation (EU) n. 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

For this reason, as you are a data subject, we hereby inform you about the modalities for the processing of the personal data you have provided us for the following requirements: access request, reproduction and use of archive's documents and property belonging to the artistic, historical, archaeological and ethnology-anthropological heritage stored or owned by the Cremona Museums Network.

The Office for the Archive's consultation and, the Office for pictures and reproduction permission manage the requests of:

- access to the museums' archives made up of pictures, books, documents and inventories of the collections;
- access to the collections for scientific and study purposes;
- photo shooting or others;
- permission to the reproduction of artistic material part of the collections.

Specific regulations:

- Cremona Museums Network's Regulation (*Regolamento per la disciplina dell'uso e della riproduzione dei beni appartenenti al patrimonio artistico, storico, archeologico e demotnoantropologico del Sistema Museale della Città di Cremona*);
- Title II, Capo I ("*Fruizione dei beni culturali*"), Section. I and II ("*Principi generali*" and "*Uso dei beni culturali*"), articles. 101- 110, Capo III ("*Consultabilità dei documenti degli archivi e tutela della riservatezza*"), artt. 122-127 D. Lgs 22 gennaio 2004, n. 42 ("*Codice dei Beni Culturali e del Paesaggio*").

### Contact details of the Data Controller

The personal information's Data Controller is the Municipality of Cremona (the Mayor *pro tempore*, legal representative), with headquarters in Cremona-piazza del Comune, 8 –phone 0372.4071 – CEM: [protocollo@comunedicremona.legalmail.it](mailto:protocollo@comunedicremona.legalmail.it)

### Data protection's processor

[responsabile.protezionedati@comune.cremona.it](mailto:responsabile.protezionedati@comune.cremona.it)

### Purpose of the processing and legal framework

The personal data will be processed only for the Administration's institutional purposes and public interest and for the obligations required by the mentioned rules.

The personal processed personal data are relevant only for the authorization procedure for the access to the services of the Office for the Archive's consultation, of the Office for pictures and reproduction permission. The consent to their treatment is included in each request's application form.

### Place and procedure of the data processing

The data processing takes place mainly in the Municipality of Cremona and possibly in partnership with other subjects specifically appointed as data processors. The data processing takes place only for the time strictly required for the purposes, also with the use of automated tools, in respect of the safety measures aimed at preventing the data loss, the illegal or non-conforming use and the unauthorized accesses.

The data are treated only by the staff authorized to process them or, occasionally, by the service's staff in charge of the systems' maintenance, according to the principles of integrity, lawfulness, transparency,

relevance and not excess.

#### **Type and nature of the data**

Personal and identification's data, domicile and/or residence's address, phone, mail and/or web address, VAT number or other tax information.

#### **Data provision**

The failure to provide necessary data does not allow to proceed with the request and the other related activities.

#### **Conservation's period**

The data will be retained for the period of time strictly necessary to achieve the purposes ("principle of limitation of data conservation" and "principle of data minimization") and in line with the deadlines established by the laws.

#### **Data recipients**

The data provided will be ordered, registered and stored by the Municipality of Cremona; they will be object of interconnection and comparison with other certifying administrations, in order to verify the statements presented during the request of access, use and reproduction of archive's documents and property belonging to the artistic, historical, archaeological and ethnology-anthropological heritage stored or property of Cremona Museums' Network.

Where expected, the data could be reported to third parties, specifically to other offices of the Municipality and other third parties interested in the proceeding.

#### **Automated decision-making processes**

Not existing.

#### **Rights of the data subject**

The interested parties, upon the occurrence of the cases provided by the rules, can require at the data recipients:

- the access to the personal data provided,
- data correction or deletion,
- the limitation of the processing that affects them,
- the opposition to the processing,
- the exercise of the right to the data portability.

Furthermore, the right to make a complaint to the competent supervisory authority may be claimed by the data subject.