



Ministero della Cultura

ARCHIVIO DI STATO DI BENEVENTO

REQUEST FOR ACCESS TO THE STUDY ROOM FOR CONSULTATION PURPOSES

The undersigned _____, born in _____ prov. _____ day
_____ and resident in _____, prov. _____,
Poste code _____, street _____ n. _____, tel. _____,
email _____, citizenship _____,
domiciled in _____, prov. _____, CAP _____,
street _____ n. _____, tel. _____

(a copy of a valid identity document is attached)

asks to be admitted to the study room for research relating to _____

to consult the following material:

(indicate archival collection) _____

(indicate series) _____

(indicate any sub-series) _____

(indicate envelopes/registers/volumes for a maximum of 10 pieces) _____.

The purposes of the search are for use: Administrative Study (tick one of the boxes).

The undersigned declares to guarantee for the introduction of the following minor(s) into the study room, under his/her own personal responsibility:

(indicate the personal details of the minor(s)) _____

Date,

Signature



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The undersigned declares, under his/her own responsibility, pursuant to art. 46 and 47 of Presidential Decree 445/2000, aware of the criminal sanctions referred to in art. 76 of Presidential Decree 445/2000 in the event of false declarations and the preparation or use of false documents, not to be excluded from the study and reading rooms of the Archives and Libraries.

Consultation of documents is regulated by general provisions (Royal Decree 2 October 1911, n.1163; Presidential Decree 30 September 1963, n.1409; Presidential Decree 30 December 1975, n.854; Legislative Decree 22 January 2004, n.42) and the study room regulations.

The undersigned declares to have read the study room regulations and the ethical rules for processing for archiving purposes in the public interest or for historical research purposes published in the Gazzetta Ufficiale n. 12 of 15 January 2019.

The State Archive, pursuant to EU regulation 2016/679 (General Data Protection Regulation), processes the personal data of scholars who request access to the study room. The processing, carried out with or without the aid of electronic tools, is carried out solely for purposes connected to the exercise of the discipline that regulates the relationship between the Archive and users. The data controller is the Ministero della Cultura, the prevention manager is the general director of the "Archives" of the MIC and the person in charge of the data processing is the director of the Archivio di Stato, which benefits from the collaboration of the custodian and room staff.

The provision of personal data is mandatory. Refusal involves exclusion from room services. In relation to the processing of personal data, the interested party has the rights referred to in articles 15 to 22 of the GDPR.

These data are processed exclusively for purposes related to the carrying out of the institute's institutional activities. The provision of data is a necessary requirement to use the aforementioned services; failure to provide it will make it impossible to use these services.

The collection of data takes place in compliance with the principles of relevance, completeness and non-excess in relation to the purposes for which they are processed. The personal data collected are processed in compliance with the principles of lawfulness, correctness and transparency, provided for by Article 5 GDPR, also with the aid of IT and telematic tools suitable for storing

Date,

and managing the data themselves, and, in any case, in such a way to guarantee its security and protect the maximum confidentiality of the interested party.

Users' personal data will be processed, in compliance with current legislation on the matter, by the Archive staff responsible for study room and assistance services. Sensitive and judicial data may be communicated, in the pursuit of the purposes indicated in point 2, only where required by law or regulation. The right to make the communication or dissemination of data requested, in accordance with the law, by the public security authority, the judicial authority or other public entities for the purposes of defence, state security and detection of crimes, as well as communication to the judicial authority in compliance with legal obligations, where a crime is identified, is reserved. Outside of the aforementioned cases, personal data is not communicated or disclosed to third parties in any way or for any reason.

The personal data collected will be stored by the State Archives of Benevento. The interested party may lodge a complaint with a supervisory authority and exercise pursuant to the articles from 15 to 22 of the RGPD the right to ask the data controller to access personal data concerning him or to rectify them, by contacting the following contacts: director of the Archivio di Stato di Benevento, in charge of the processing and protection of data data (Archivio di Stato di Benevento, via Giovanni De Vita 3, as-bn@pec.cultura.gov.it, as-bn@cultura.gov.it).

For security purposes, video surveillance cameras have been installed outside and inside the Archivio di Stato di Benevento which collect the personal data (image) of anyone who enters the visual range of the cameras, duly indicated by signs placed outside the limit of their action. The function of the signs is to warn the subject that his image will be video recorded. The legal basis for the processing of personal data and images is constituted by the express consent of users, when, warned by the signs, they decide to enter the visual range of the cameras. These data are processed exclusively for purposes related to the carrying out of the Institute's institutional activities. The provision of data is a necessary requirement to use the aforementioned services; failure to provide it will make it impossible to use these services. The images are recorded and archived on the DVR.

Signature

WARNINGS:

Admission is strictly personal. The director reserves the right to exclude from consultation material under restoration or in a poor state of conservation.

REPRODUCTIONS OF DOCUMENTS WITH TOOLS OF THE ARCHIVE OR YOUR OWN TOOLS

For photo reproductions to be made using the Archive's tools, specific authorization must be requested via email to as-bn@cultura.gov.it by filling out form 2, which can be downloaded from the institutional website, specifying the signature and content of the individual documents. For reproductions carried out by one's own tools, form 3, which can be downloaded from the institutional website, must be completed and sent to as-bn@cultura.gov.it.

The scholar is admitted to the study room until December 31st of the current year. In the event of a change in the purpose of the research during the calendar year, pursuant to Royal Decree 1163/1911, art. 91, the scholar is required to formulate a new request.

Date _____ The Director