



# Ministero della Cultura

ARCHIVIO DI STATO DI BENEVENTO

## REQUEST FOR REPRODUCTION BY THE INSTITUTE'S TOOLS

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 mine valid identity document is attached)

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Date \_\_\_\_\_ Signature \_\_\_\_\_



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## ARCHIVIO DI STATO DI BENEVENTO

The undersigned declares to have read 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

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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](mailto:as-bn@pec.cultura.gov.it), [as-bn@cultura.gov.it](mailto:as-bn@cultura.gov.it)).

Signature \_\_\_\_\_

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SEEN, REPRODUCTION PERMITTED.

Date \_\_\_\_\_ The Director \_\_\_\_\_