

**MODEL D**

**AL DIRETTORE GENERALE  
MUSEO E REAL BOSCO DI CAPODIMONTE  
VIA MIANO 2 – 80131 NAPOLI**

PROT. N \_\_\_\_\_ delivered on the \_\_\_\_\_

**OBJECT: REQUEST FOR ONE OR MORE PICTURES OF CULTURAL GOODS,  
BELONGING AND EXECUTED BY THE ADMINISTRATION\***

The undersigned

Born in \_\_\_\_\_ Domiciled at (full address) \_\_\_\_\_

Tel \_\_\_\_\_

Email address \_\_\_\_\_

Profession \_\_\_\_\_

### R E Q U E S T S

**The right to publish some pictures that already belong to the administration, of the following cultural goods:**

n° \_\_\_\_\_ photo

b/n

n° \_\_\_\_\_ coloured photo

n° \_\_\_\_\_ photo to publish in front page / coverage \_\_\_\_\_

for the following motives

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for publications with an limited-edition, inferior to 1000 copies and/or for a coverage's price inferior to 50 euros

For publications with a limited edition, superior to 1000 copies and/or for a coverage's price superior to 50 euro

## D E C L A R E S

To be fully acknowledged:

that the reproduction of a cultural good is subject to the payment of charges and fees fixed by the Tariffs policy regarding Cultural Goods (Beni Culturali)

that the pictures realised for a strictly private reason (for instances reasons of study) is exempted of charges if the demand is accepted by the Administration.

That whatever other type of use is subject to the payment of a charge as explained by the law of January the 14th 1993, n. 4, and the D.M. of April 8th of 1994, and must be previously authorized by the administration;

that no unauthorized use, made out of the initial request, can possibly be legitimate without a written authorization of the Administration.

## I S W I L L I N G L Y C O M M I T T E D T O

to not divulge, communicate, publicize and sell to the public the reproductions which received an authorization. The violation of such a commitment will lead to the refusal of any other kind of request made by the claimant and the exclusion from the State's cultural institutes (soprintendenza, museums, archives, libraries). The violation of this commitment will also lead to the application of the sanctions specified by the law according to the degree of the violation;

to send to the Administration copies of the pictures or movie realized;

**The Ministero per i beni e le Attività Culturali and Tourism - Museo e Real Bosco di Capodimonte is exempted from any kind of responsibility regarding the possible damages that could be caused, by the people and the things, during the realisation of the reproductions inside the State's institute.**

### **Information pursuant to art. 13 of EU Regulation 2016/697 (also known as "GDPR")**

According to the provisions of art. 13 of EU Regulation 2016/679, we specifically inform you that:

1. Pursuant to art. 13, co.1, lett. c) the data provided will be processed for the following purposes: consent to the filming and / or television coverage referred to in this Request and collection of fees for the reproduction of images of artistic works owned by the Ministry of Cultural Heritage and Activities and Tourism, as required by the Law on copyright (Law 633/1941 and s.m.i) and Decree of the Museum of Capodimonte n. 17 of 21.3.2016;

2. The processing will be carried out in paper and electronic format and the data provided will be kept by the Museum and Royal Park of Capodimonte for five years;

3. Pursuant to art. 13, co. 2, lett. b) and d) of the EU Reg. 2016/679 at any time the person concerned may exercise his rights towards the data holder (as identified below), eventually requesting access, rectification, deletion of the processed data, or the limitation of processing in addition to the right to the transference of the data to another holder, furthermore, he may at any time propose a complaint to a competent Supervisory Authority;

4. For the purposes of presenting the Request, the conferment is mandatory, as required by art 13. co.2, lett. e) of the EU Reg. 2016/679;

5. The data may be communicated to the Ministry of Economy and Finance or otherwise to other control bodies of the requesting structure, based on the legitimate requests received;

6. As per the Decree of 26.05.2018 n. 255 (Prot. MIBACT-UDCM Rep. Decrees) The Data Holder is the Ministry of Heritage, Cultural Activities and Tourism – MIBACT;

7. As per the Decree of 24.5.2018 n. 252 (Prot. MIBACT-UDCM Rep. Decrees) the Data Holder is the Museum and Royal Park of Capodimonte who has appointed the Next-Era Prime S.p.a, and as Data Processor in charge of internal data processing Dr. Vincenzo Avolio (mail: [mu-cap.privacy@beniculturali.it](mailto:mu-cap.privacy@beniculturali.it)).

DATE \_\_\_\_\_

THE CLAIMANT \_\_\_\_\_

### TAKING NOTICE

- of all the duties linked to the demand;
- of the requested amount of the charge, as defined by the tariffs policy. The tariffs do not include the delivery of the requested pictures (to the Archivio Fotografico del Polo Museale della Campania\*), but only the right of publication.

### WE AUTHORIZE

The publication of the requested pictures following the payment of the relative charge (see the tariffs) in favour of the **Museo e Real Bosco di Capodimonte** through the **Banca Popolare di Bari IBAN – IT 58 C 05424 04297 000000000515 - SWIFT BPBAIT3B**

DATE

IL DIRETTORE GENERALE For acceptance

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\* As defined by the reform of the State's Museums (the "Franceschini reform"), the pictures from the works of art exhibited in the Museum of Capodimonte legally belong to the visual archives of the Museum Department of Campania (**Archivio Fotografico del Polo Museale della Campania**). This Department regulates all the requests concerning the delivery of rights and authorizations. This is why the requesters and claimants should precisely make **two different requests**:

- to the Museo e Real Bosco di Capodimonte, for the right of editing/taking the pictures (payment detailed by the Museo e Real Bosco di Capodimonte)
- **to the other to the visual archives of the museum department of Campania (Archivio Fotografico del Polo Museale della Campania) for the delivery of the requested pictures (payment details by the Polo Museale della Campania)**



Ministero  
per i beni e le  
attività culturali  
e per il turismo

Museo e Real Bosco di Capodimonte

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**[www.museocapodimonte.beniculturali.it](http://www.museocapodimonte.beniculturali.it)**  
seguici su     