**PRESS ACCREDITATION REQUEST FORM**

The undersigned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Born in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_n.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Journalist badge/registration n.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUESTS**

free admission to the Leonardo Museum and the Birthplace of Leonardo as a journalist ( Deliberation No. 241 of 28/10/2022) aimed at a possible editorial proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and agrees to send the Cultural Office of the Municipality of Vinci (ufficiomuseo@comune.vinci.fi.it) press releases dedicated to the above-mentioned museums that may be published following the visit.

**PRIVACY POLICY**

EU Regulation 2016/679 of the European Parliament and the Personal Data Protection Code (Legislative Decree No. 196/2003) supplemented with the amendments of Legislative Decree No. 101/2018

In compliance with the provisions of the GDPR, the Data Controller informs service users about the processing of personal data collected. Personal data will be processed in accordance with the principles and provisions on the protection of personal data.

**PURPOSE OF PROCESSING**

Data will be used exclusively for the following purposes:

a) for the issuance of press accreditation and related museum free ticket;

b) prior for consent to the sending of press releases, possible subscription

to mailing lists and the possible sending of advertising and informative material

events and services offered by e-mail.

**PROCESSING METHODS**

The personal data provided are processed in accordance with the principles of lawfulness, purpose limitation and data minimization, pursuant to Article 5 of the GDPR.

The data will be processed by electronic or otherwise automated or in paper format, in the manner and with the appropriate tools to ensure the security and confidentiality of such data, in accordance with EU Regulation No. 2016/679 and applicable legislation. In particular, all technical, computer, organizational, logistical and procedural security measures will be adopted, so that an adequate level of protection is guaranteed as provided for by the Regulation, allowing access only to the persons in charge of the processing by the Data Controller or the Data Processors designated by the Data Controller.

The information acquired and the methods of processing will be relevant and not excessive in relation to the type of services rendered. The data will also be managed and protected in environments whose access is under constant control.

**PROVISION OF PERSONAL DATA**

The provision of personal data for the purpose indicated in point "a" is a necessary condition for the issuance of press accreditation and the issuance of the free ticket. In the absence of conferment, the Data Controller will not be able to offer the requested services and issue the requested tickets.

Consent for the purpose "b" of the processing is merely optional.

**COMMUNICATION OF DATA**

Within the scope of the above purposes, the processed personal data may be disclosed to the Data Processors and the Internal and External Data Processors, appointed by the Data Controller and duly instructed by the same.

The processed data may be communicated:

a) to all those subjects (including Public Authorities) who have access to personal data by virtue of regulatory or administrative measures;

c) to companies, consultants or professionals in charge of the installation, maintenance, updating of the service, the supporting technological infrastructure and the hardware and software that the Data Controller uses for the provision of its services;

d) to all those public and/or private entities, individuals and/or legal entities (legal, administrative and tax consulting firms, Judicial Offices, Chambers of Commerce, Chambers and Offices of Labor, etc.), if the communication is necessary or functional to the proper fulfillment of contractual obligations undertaken, as well as obligations arising from the law;

Outside of the aforementioned cases, personal data are not in any way and for any reason communicated or disclosed to third parties.

RETENTION OF PERSONAL DATA

**The personal data processed will be kept only for the time necessary to ensure the proper provision of the services offered.**

**After this period has elapsed, your data will be transformed into anonymous form so that it will not be possible, even indirectly, to identify the data subjects.**

**DATA CONTROLLER**

The Data Controller is the Municipality of Vinci, with registered office in 50059 Vinci (FI), Piazza Leonardo Da Vinci 29, hereinafter also referred to as "Data Controller."

The Data Controller can be contacted:

Tel: 0571-9331;

Mail: vinci@comune.vinci.fi.it;

PEC: comune.vinci@postacert.toscana.it.

The DPO is lawyer Elisa Subrizi e- mail address dpo@comune.vinci.fi.it, ph. +39 0577 931930

**RIGHTS OF THE DATA SUBJECT**

The Regulation, EU, No. 679/2016, gives Data Subjects the possibility to exercise specific rights:

- the right of access (Article 15), i.e., the right to receive a copy of the personal data undergoing processing;

- the right of rectification (Article 16), i.e., the right to obtain the rectification of inaccurate personal data concerning him/her without undue delay;

- the right to erasure - to be forgotten (Article 17), i.e., the possibility to erase personal data concerning the direct Data Subject;

- the right to restriction of processing (Article 18);

- the right to data portability (Article 20), i.e., the possibility to transfer one's personal data to another Data Controller without hindrance;

- the right to withdraw consent at any time (Article 7, para. 3);

- the right to lodge a complaint with the Guarantor in case of a violation in data processing (Article 77);

- the right to seek judicial redress in case of unlawful data processing (Article 78);

- the right to object at any time to the processing for sending commercial communications, expressly requesting the deletion of their names from the list.

The Data Subject may at any time exercise the rights by sending a registered letter with return receipt to the address of the Data Controller indicated.

□ **I have read and agree to the privacy policy**

□ **I give consent** / □ **I do NOT give consent** to send advertising and informational materials and press releases related to events and services offered

□ **I give consent** / □ **I do NOT give consent** for my email address to be added to the museum's mailing list for sending newsletters

PLACE, DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_