



Ministero della Cultura
GALLERIE DEGLI UFFIZI

SUPPLY OF PHOTOGRAPHS AND/OR USE OF IMAGES

To the Director of the Uffizi Galleries

(please write the data of the person/company/organisation paying for the supply/use of images)

I, the undersigned party _____
Organisation or Company _____
Address _____ no. _____
Postcode _____ City _____ Country _____
Ph. _____ email _____

REQUEST

the right to use the images of the following works of art (if possible, also indicate the inventory number; for the works of the Department of Prints and Drawings, both the inventory number and category must be indicated):

- _____
- _____
- _____

for study and research ☐

for the following publication ☐

Author _____

Title _____

Type of publication _____

Publisher/Series/Magazine _____

Estimated print run/Online publication _____

Cover price _____

Is the applicant already in possession of the images? YES ☐ NO ☐

- ☐ **1. Provision of digital images in TIF format and relative publishing rights:** send the form to the Photographic Archive at the address: ga-uff.fotografico@cultura.gov.it

• cost of supply to students (for degree theses and/or study documents) and scholars (for research and/or scientific publications):

☐ images already in archive: € 10.00 ☐ new images to shoot: € 35.00

• cost of supply to other users:

☐ images already in archive: € 30.00 ☐ new images to shoot: € 100.00

A 10% discount shall be applicable to orders of more than 20 images.

In addition to the cost of supplying the images, the following fees for publishing rights shall also be payable (for each photograph):

use for research or for scientific publications with a circulation of under 1,000: no charge	<input type="checkbox"/>
publishing rights for non-scientific publications with a circulation of under 1,000: € 50.00	<input type="checkbox"/>
publishing rights for editions with a circulation of between 1,001 and 5,000 copies: € 50.00	<input type="checkbox"/>
publishing rights for editions with a circulation of between 5,000 and 15,000 copies: € 150.00	<input type="checkbox"/>
publishing rights for high quality publications or editions with a high circulation (subject to case-specific evaluation)	<input type="checkbox"/>
rights to reproduce images on cover of publications (subject to case-specific evaluation by the Rights & Reproductions Department)	<input type="checkbox"/>

- ☐ **2. Publishing rights only (only if the applicant is already in possession of the images of works of the Uffizi Galleries):** send the form to the Rights & Reproductions Department at the address: ga-uff.permessi@cultura.gov.it



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The fees payable are those indicated above (please cross the appropriate box)

For derivative uses of the images, you must contact the Rights & Reproductions Department at the email address indicated above.

Choice of payment method:

Bank transfer ☐

Credit card ☐

The buyer shall be liable for any post office or bank commission charges.

For amounts exceeding € 77.47, the sum of € 2.00 will be added to cover the cost of stamp duty.

Copying the images and/or transferring their rights to use to third parties are prohibited.

The images must not be used for any purpose other than the one stated without the written authorisation of the Administration.

Please note that images will be delivered via server.

The credit line to be used is © **Gabinetto Fotografico delle Gallerie degli Uffizi**.

Please note that a copy of the publication shall be sent delivery duty paid to the Library of the Uffizi Galleries at the following address:

Biblioteca degli Uffizi
Piazzale degli Uffizi, 6
50122 Firenze
Italia

Personal Data Processing Notice

pursuant to Article 13 of the "European Regulation regarding Personal Data Protection"- GDPR

The Data Controller is the Ministry of Cultural Heritage and Activities and Tourism.

The Uffizi Galleries (hereinafter, also referred to as "Institute"), in its capacity as the party through which the Ministry of Cultural Heritage and Activities and Tourism (MiBACT) exercises the functions of Data Controller pursuant to Italian ministerial Decree no. 147 of 14 March 2019, wishes to inform you about the purposes and methods of the processing of your personal data and on the rights attributed to you by EU Regulation 2016/679 of the European Parliament and Council related to the protection of natural persons with regard to personal data processing and the free circulation of the same ("GDPR"), by Italian Legislative Decree no. 196 of 30 June 2003 - "Data Protection Act" as amended by Italian Legislative Decree no. 101 of 10 August 2018, as well as any other legal provisions applicable to the aforesaid personal data processing.

The data you supply will be processed for the purposes of carrying out the procedure in question.

The conferral of your data is essential for ensuring the fulfilment of the aforesaid purposes, and any refusal to confer the requested data and/or inaccuracy of the same could make said fulfilment impossible.

The Uffizi Galleries guarantees that the personal data acquired using the procedure in question will be processed using manual, computerised and digital means, only for the performance of the institutional activities relative to this procedure and any administrative and jurisdictional proceedings arising from the same (including those envisaged by Article 22 of Italian Law 241/1990 on the right to access to the administrative documentation). It ensures that they will be processed using procedures designed to ensure their security and confidentiality and, in any case, in compliance with the law in force.

The data may also be communicated and/or processed by third parties (*appointed as Data Supervisors pursuant to article 28 of the Regulation*), whose services the Institute may use for management and organisational requirements in relation to the activities provided for in the object of this procedure.

Without your express consent (pursuant to article 6 letters b) and c) of the Regulation), the Data Controller or the party exercising the functions of Data Controller can communicate your data for the purposes described in article 5 to supervisory bodies, court authorities and all other parties to which their communication is legally mandatory in relation to the fulfilment of the purposes in question.

The data shall be managed and stored on servers located inside the European Union, owned by the Uffizi Galleries. Currently the servers are located in Italy and the data will not be transferred outside the European Union.

The parties in any case acknowledge that the Uffizi Galleries, if and when required, shall have the right to move the servers to another location within the European Union and/or in countries outside the EU. In this case, it hereby assures that the transferal of the data outside the European Union will be performed in compliance with articles 44 and following of the Regulations and with the applicable legal provisions, establishing, if necessary, agreements that ensure an adequate level of protection.

The Data Subject can exercise their rights as per articles 15, 16, 17, 18, 19, 20 and 21 of EU regulation no. 679/2016.

_____ date _____ The declarant _____



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