

## MODEL APPLICATION FOR THE CONCESSION OF USE OF SPACE

To the Director of Uffizi Galleries  
c/o Concessions Office -Department of  
Valorization and Economic Strategies.  
Piazzale degli Uffizi, 6 - 50122 – Florence  
[ga-uff.concessioni@cultura.gov.it](mailto:ga-uff.concessioni@cultura.gov.it)

The undersigned .....

Born in ..... date .....

in the capacity of (specify the applicant's title: e.g. owner, legal representative or his delegate, etc.)

.....

Of the Firm/Company/Entity (specify company name complete with address, tax code and/or VAT number)

.....

.....

### DEMANDS

to be allowed to organize:

on their own;

or on behalf of (in this case, specify the company name, address, tax code and VAT no):

.....

.....

.....

In the following museum spaces, the events specified below:

DATE (Please also indicate the day of the week)	Start and end time of the event	Requested museum space	Type and purpose of the event (e.g., reserved tour, conference, concert, etc.)	No. of expected participants

To this end having read **the regulations of concessions** in use, published on the institutional website of the Uffizi Galleries <https://www.uffizi.it/en/professional-services/temporary-use-of-museum-spaces> **the undersigned accepts it and confirms the following data:**

**purpose of the event:** (e.g., private visit, study visit, promotional event with or without product, brand, brand presentation, etc.) .....

.....

**end-user:** (if different from the applicant, please indicate its business name, address, Tax Code/P. VAT):

.....

**type of participants or target audience:** (e.g. individuals, company employees, managers, students, scholars, donors, etc.) - report the presence of press officers, if any)

.....

**Start and end time of the event** .....

With regard to the necessary **technical arrangements**, the following is stated:

- type of fittings needed: .....

- companies involved: .....

- Date and time of the start of the fittings: .....

- expected date and time of full release of museum spaces: .....

The undersigned confirms that **the charges for organizing** the event will be borne by him/herself / borne by .....

(if charged to a third party, please indicate the company name complete with tax code and/or VAT no. - signed confirmation from the charged party will be required)

.....

.....

The concession deed will be signed by .....

In the capacity of: (e.g., owner, legal representative, sole director, CEO, etc., or their proxies)

.....

**Attached (mandatory) to this:** detailed event program and executive project for technical arrangements.

If the request can be successfully granted, the release of the relevant cost estimate is requested.

Signature (with stamp if company/entity)

\_\_\_\_\_

Date \_\_\_\_\_

## Information on the Processing of Personal Data

(Art. 13 of the 'European Data Protection Regulation' – GDPR)

The Data Controller of personal data is the Ministry of Culture.

Le Gallerie degli Uffizi (hereinafter also "Institute") as the entity through which the Ministry of Culture (MiC) exercises the functions of Personal Data Controller pursuant to Ministerial Decree no. 147 of 14 March 2019, wishes to inform you of the purposes and methods of the processing of your personal data and of the rights granted to you by Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on their free movement ("GDPR"), Legislative Decree No. 196 of 30 June 2003 - "Personal Data Protection Code" as amended by Legislative Decree No. 101 of 10 August 2018, as well as any further regulatory provisions applicable to the processing in question.

The data you provide will be processed for purposes related to the conduct of the proceedings.

The provision of data is necessary for the achievement of the above-mentioned purposes; any refusal to provide the requested data and/or its inaccuracy may make it impossible to fulfil the above-mentioned purposes.

The Institute guarantees that the personal data acquired through the procedure in question will be processed by manual, computerised and telematic means exclusively for the performance of institutional activities relating to this procedure and any ensuing administrative and jurisdictional proceedings (including those envisaged by Art. 22, Law 241/1990 on the right of access to administrative documentation) in such a way as to guarantee their security and confidentiality and, in any case, in compliance with current legislation.

The data may also be communicated to and/or processed by third parties (appointed Data Processors pursuant to Art. 28 of the Regulations), which the Institute may use for management and organisational requirements in relation to the activities envisaged in the subject matter of this procedure.

Without your express consent (ex art. 6 lett. b) and c) of the Regulation), the Data Controller or the person performing the functions of Data Controller may communicate your data for the purposes set out in art. 5 to supervisory bodies, judicial authorities and to all other subjects to whom communication is compulsory by law in relation to the fulfilment of the purposes in question.

The management and storage of personal data will take place on servers, located within the European Union, of Le Gallerie degli Uffizi. Currently the servers are located in Italy and the data will not be transferred outside the European Union. It is in any case understood that Gallerie degli Uffizi, should it become necessary, will have the right to move the location of the servers within the European Union and/or to countries outside the EU. In this case, Gallerie degli Uffizi guarantees as of now that the transfer of data outside the EU will take place in compliance with articles 44 ff. of the Regulation and with the applicable legal provisions, stipulating, if necessary, agreements that guarantee an adequate level of protection.

The data subject may exercise the rights set out in Articles 15, 16, 17, 18, 19, 20, 21 of Regulation (EU) No. 679/2016.

Date\_\_\_\_\_

Signature\_\_\_\_\_