



**Ministero della Cultura**  
GALLERIE DEGLI UFFIZI

**SUPPLY OF PHOTOGRAPHS AND/OR USE OF IMAGES**

To the Director of the Uffizi Galleries, Eike Schmidt

I, the undersigned party \_\_\_\_\_

Organisation or Department \_\_\_\_\_

Address \_\_\_\_\_ no. \_\_\_\_\_

Postcode \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

(enter address of residence or address of organisation/department)

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](mailto: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):

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• cost of supply to other users:

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use for research or for scientific publications with a circulation of under 1,000: no charge

publishing rights for non-scientific publications with a circulation of under 1,000: € 50.00

publishing rights for editions with a circulation of between 1,001 and 5,000 copies: € 50.00

publishing rights for editions with a circulation of between 5,000 and 15,000 copies: € 150.00

publishing rights for high quality publications or editions with a high circulation (subject to case-specific evaluation)

rights to reproduce images on cover of publications (subject to case-specific evaluation by the Rights & Reproductions Department)

**Please send the image** via server

on a CD sent by post, or picked up by hand

**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](mailto:ga-uff.permessi@cultura.gov.it)



## Ministero della Cultura

### GALLERIE DEGLI UFFIZI

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.

**The applicant undertakes to send a copy of the publications for the Library of the Uffizi Galleries.**

#### 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 transfer 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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