

## Library Application Form

To the Director of the Querini Stampalia Foundation Onlus

Name..... Surname.....

Place and Nation of birth.....

Date of birth..... Nationality.....

Home address (number and street).....

City..... Postal code..... Country.....

Domicile (if different from home address).....

Telephone..... Mobile..... e-mail.....

Tax code.....

Level of Education..... Occupation.....

Type of document\*.....

\*We remind that is also mandatory to attach with the application form a scan of a valid identification document  
(ID card, passport, driver's license, ministerial cards, residence permit)

**Having viewed the Library rules, I hereby request admittance to the Querini Stampalia Foundation Library.**

**Date**.....

**Signature**.....

**Having read the privacy policy\*, do you also consent to receive e-mail information about the Library's hours, activities, proposals and initiatives promoted by Fondazione Querini Stampalia?**

YES       NO

**Date**.....

**Signature**.....

**For those under the age of eighteen (in any case over the age of sixteen) it's necessary to have also the signature of legal guardian:**

Name..... Surname.....

**Date**.....

**Signature**.....

## **\*DATA PROTECTION POLICY STATEMENT as per Article 13 of EU Regulation 2016/679**

### **1. Who will process your personal data and who can you contact?**

Fondazione Querini Stampalia (head office: Castello 5252, 30122 Venezia (VE) Italy) is the Data Controller of your data, which will be processed by the staff appointed by the Foundation for the provision of library services. The library of Fondazione Querini Stampalia is part of the Venice hub of the National Library Service (SBN Mibact VEA hub), established in 1989, and is managed by the Ministry of Heritage and Culture and Tourism through the Biblioteca Nazionale Marciana. In the metropolitan area of Venice, it includes 40 libraries that offer complementary and integrated services for the various types of users in the city, and a collective catalogue. The SBN Mibact VEA hub is co-Data Controller of the processing of your data, through each of its member libraries. The SBN Mibact VEA hub has appointed DM Cultura S.r.l. as Data Processor, which holds data on users and maintains their computer security, guaranteeing the use of secure protocols (e.g. SSL, HTTPS), so that the data of our Library System (and therefore also your personal data) are processed in full compliance with the GDPR and in accordance with the principles of security and confidentiality. If you have any questions or requests regarding the processing of your personal data, you can contact the library staff directly or you can write an email to [fondazione@querinistampalia.org](mailto:fondazione@querinistampalia.org).

### **2. Why are your personal data processed and under what legal basis?**

Purpose A: Fondazione Querini Stampalia must collect some of your personal data to provide you with suitable and secure library services as per the rules governing the service and, in particular: home loans, booking of loans, made both at the offices of the libraries, and through the portal of the SBN Library System hub in Venice, communications (by email, SMS, Internet portal, postal service, telephone) regarding the activities of the libraries and the services requested by you (e.g. to notify you that the documents you have booked are available for lending); access to online services that you can use through our portal; access to public internet stations in the library. Library services have their legal basis in Legislative Decree 42/2004, the Code of Cultural Heritage and Landscape. Data processing is also based on your request to use library services.

Purpose B: only if you expressly agree for us to do so, we will use your e-mail to send you information about initiatives promoted by the Fondazione Querini Stampalia Foundation.

### **3. To whom may your personal data be communicated?**

Your personal data may be communicated or transmitted to specific subjects considered recipients of such personal data (as per Art. 4 point 9 of the GDPR) to properly perform all the processing tasks necessary to achieve the purposes set out in this Policy statement:

- The Venice SBN hub, co-owner of the processing, to which Fondazione Querini Stampalia belongs;
- Third parties involved, on the basis of specific contracts, in carrying out essential parts of the Library Service that require, for example, access to library databases through authentication; these subjects will in any case be designated as Data Controllers;
- Individual persons, employees and/or collaborators of the Data Controller, who have been entrusted with specific processing activities on your personal data. These individuals have been given specific instructions on the security and proper use of personal data and are defined, as per Article 4(10) of the GDPR, as 'persons authorized to process personal data under the direct authority of the Data Controller or the Data Processor';
- Where required by law, or to prevent or suppress an offence from being committed, your personal data may be disclosed to public bodies or judicial authorities (as per Art. 4 point 9 of the GDPR).

### **4. For how long will your personal data be held/processed?**

Purpose A: Your personal data will be processed by Fondazione Querini Stampalia for the entire period in which you use the library services (as per Art. 5, paragraph 1, letter "e" of the GDPR) and up to 10 years from the last access to the Library. At the end of the above period, your personal data will be stored exclusively for storage or statistical purposes in the public interest, subject to application of the guarantees provided by Art. 89 of the GDPR that ensure anonymity.

For Purpose B (sending our communications on activities) your data will be processed for 24 months, at the end of which we will ask you if you want to renew your consent for another 24 months without prejudice to your right to revoke your consent at any time.

### **5. What are your rights?**

As per Article 15 of the GDPR, you may request the Data Controller for access to personal data concerning you, and have such data rectified, cancelled or be limited in their processing; you may also oppose your data being processed, and exercise the right of data portability. In any event, the Data Controller is entitled not to delete your personal data if their processing is necessary, for example, to fulfil a legal obligation (including that of protecting public property), for reasons of public interest, for purposes of filing in the public interest, for scientific or historical research or for statistical purposes, and for the verification, exercising or defence of a right in court. You also have the right to lodge a complaint with the data protection supervisory authority.

To exercise all your rights as mentioned above, you can directly contact personnel at the Foundation by emailing to: [fondazione@querinistampalia.org](mailto:fondazione@querinistampalia.org).

**Date**.....

**Signature**.....