

To the Chief Librarian  
Library of the Scuola Normale Superiore

Subject: Request for digital reproductions of material belonging to the Library and declaration of use

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and resident in

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profession/qualification.....

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..... at (Department/Institute/Office and site) .....

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Title of the periodical .....

Volume, year and file number .....

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I, the undersigned, hereby declare that I have read the information regarding data protection pursuant to Art. 13 of EU Reg. 679/2016 and Legislative Decree 196/2003 and subsequent modifications and integrations thereto, contained in the footnotes of the document herein.

The form herein must be submitted to the Library Centre **signed in the original**. If it is submitted by e-mail, a copy of a valid identity document must be attached.

Date

Signature

\_\_\_\_\_

\_\_\_\_\_

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The responsibility of the Library Centre

Authorisation granted

Date

The Librarian

\_\_\_\_\_

\_\_\_\_\_

**INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA  
PURSUANT TO ART. 13 OF EU REGULATION 2016/679**

1. All data will be processed in accordance with EU Regulation 2016/679 and with the prevailing Italian Legislative Decree 196/2003.
2. The Data Controller of the personal data provided in the form herein is the Scuola Normale Superiore, a public university institute, located in Piazza dei Cavalieri, 7 Pisa - 56126, (hereinafter "SNS") in the person of its Director and pro tempore legal representative, with the aid of personnel trained and authorised for the purpose. The Internal authority is conferred to the Library Centre Manager: e-mail [responsabile.biblioteca@sns.it](mailto:responsabile.biblioteca@sns.it).
3. All data are processed for the purposes of granting use of the library services (Art. 6, letters b), e) and f), of UE Reg. 2016/679) and for the fulfilment of the obligations pursuant to Law No.190/2012 and subsequent modifications and integrations thereto and to Legislative Decree No. 33/2013 and subsequent modifications and integrations thereto.
4. All personal data will be processed by the SNS and by those it appoints (contractors for the integrated Library services, security services etc.), nominated from outside the SNS for carrying out data processing, also with automated tools, in compliance with the principles of accountability, need, pertinence and non-excess as well as lawfulness, correctness, minimisation, transparency, integrity, accuracy, confidentiality and proportionality.
5. The personal data collected may be communicated or transferred to third parties (public and / or private parties) in the context of institutional relations, for the fulfilment of legal obligations or regulations or of contracts, falling within the services required by the SNS.
6. The personal data collected will be processed and stored for the time strictly necessary to achieve the purposes for which they have been collected, in relation to the data subject's relationship with the SNS, save for the legitimate interest of the data controller in a longer storage period, without prejudice to the application of the law regarding the storage of the documentation on the part of public institutions.
7. The data subject may at all times exercise the following rights:
  - access to personal data, pursuant to Art. 15 of EU Reg. 2016/679;
  - the rectification, erasure or restriction of the processing of personal data, pursuant to Articles 16-18 of EU Reg. 2016/679; erasure is not permitted of data included in any documents that must be retained by the SNS;
  - the portability of the data, pursuant to Art. 20 of EU Reg. 2016/679;
  - objection to the processing of the data, pursuant to Article 21 of EU Reg. 2016/679;
  - the right to submit a complaint to the Italian Data Protection Authority.

8. The aforementioned rights may be exercised by sending a request by email to the Library Centre Manager, to the e-mail address [privacy@sns.it](mailto:privacy@sns.it), via PEC to [protocollo@pec.sns.it](mailto:protocollo@pec.sns.it), or by delivery to the SNS. For any further information, please contact the SNS Data Protection Officer (DPO) at [dpo@sns.it](mailto:dpo@sns.it)