

Museum Collections and Documentation Research Request Form

File No.	<input type="text"/>
Observations/ manager	<input type="text"/>

[fields to be filled in by the Museum]

Please fill out and sign the following form and send it to the Museum at: informacion.mceramica@cultura.gob.es or fax it to (+34) 96 351 35 12. By signing this document, you agree to comply with the rules detailed on the reverse side.

Date of request:	<input type="text"/>		
Surname, Name:	<input type="text"/>		
ID Card/Passport no.:	<input type="text"/>	Telephone number	<input type="text"/>
Postal address St./Sq./Ave. no.:	<input type="text"/>		
Town/City:	<input type="text"/>	Postcode	<input type="text"/>
Country:	<input type="text"/>		
E-mail:	<input type="text"/>		

Request authorisation to study documentary/museographic holdings

(Specify the accession number(s), otherwise include any useful information about the object: title, description, date, author)

Specify the reason for your study:

General rules

- These rules apply to requests that are filed for the **purpose of studying** the Museum holdings. To obtain permission for reproduction of Museum or documentary items or to copy bibliographic collections, you must use the corresponding forms.
- The applicant must cite their collaboration with the Museum in the publication related to the research, using the following formula: **Museo Nacional de Cerámica "González Martí"**.
- You must submit **two** copies of each of the works related to our objects to the Museum's library.

In agreement [applicant's signature]

Authorisation from the Museo Nacional de Cerámica "González Martí"

PERSONAL DATA. In compliance with the General Data Protection Regulation (EU) 2016/679, we hereby inform you that your data will be incorporated into a file called **INFORMATION ON THE MUSEUM'S COLLECTIONS AND ACTIVITIES**, owned by the Ministry of Culture and Sport (MCD), and with the following basic information:

1. Data controller: MUSEO NACIONAL DE CERÁMICA Y ARTES SUNTUARIAS "GONZÁLEZ MARTÍ". MCD
2. Purposes of Handling: INFORMATION ON THE MUSEUM'S COLLECTIONS AND ACTIVITIES.
3. Legitimation: CONSENT OF THE INTERESTED PARTY
4. Recipients: OTHER ADMINISTRATIONS, WHEN APPROPRIATE.
5. Laws: ACCESS, RECTIFICATION, LIMITATION OF HANDLING, PORTABILITY OF DATA, OPPOSITION AND OF NOT BEING SUBJECT TO INDIVIDUALISED DECISIONS.

You can consult the additional and detailed information on the protection of your data at:

<http://www.culturaydeporte.gob.es/mnceramica/institucion/informacion-institucional-normativa/proteccion-datos.html>

I give my consent