

Photography and filming Request Form

File No.	<input type="text"/>
Date of photographs/ filming	<input type="text"/>

[fields to be filled in by the Museum]

Please fill in and sign the following request form and send it to the Museum's Dissemination Department at difusion.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 to take photographs/films of the following Museum spaces/holdings

(specify the data that you know: name of the space, accession no., authorship, title or description, dating, etc.)

The applicant declares that the reproductions will be used for the following purposes:

Name of means:

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Short description:

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General rules

- These rules apply to requests made by the following means of communication and dissemination: written press, magazines, leisure guides, tourist or travel guides, television media, radio and Internet sites.
- They do not include requests made by researchers, or the recording of films. In these cases, the rules for reproducing and studying holdings or for assigning spaces, respectively, shall apply.
- Photographs and recordings that require the use of tripods and spotlights can only be made during Museum closing hours and at the time agreed with the Museum.
- The credits used for the filmings must contain the following: **Museo Nacional de Cerámica "González Martí"**.
- The Museum authorises the filming of the Museum spaces only for the work specified in the request. Any new use of the material must be expressly authorised by the Museum. The same applies to Museum holdings, which may also be subject to the intellectual property law; which must be complied with, where appropriate, by the applicant.
- The requesting person or institution must commit to deliver a **copy of the film** or photographs to the photographic archive of the centre, as well as **two copies** of the **publication**, if applicable.

Procedure

- The request will be made at least ten days in advance.
- The request must be authorised by the Museum Management Department.
- The Dissemination Department will determine along with the requesting entity the date and time that the photographing/filming is carried out.
- A copy of the authorised application will be delivered to the Museum's main surveillance site to control the access of the members of the technical team. The names, surnames and of all the members of the team that will access the Museum will be provided.

In agreement [applicant's signature]

Authorisation from the Museo Nacional de Cerámica "González Martí"
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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