



For internal use (do not fill in)

Form no. US/___/_____

of _____

REQUEST FORM FOR PERMISSION TO FILM AND/OR PHOTOGRAPH

This request form (hereinafter "**Form**") must be sent to the Veneranda Fabbrica del Duomo di Milano (hereinafter "**VFD**" or "**Organisation**") - e-mail address: comunicazione@duomomilano.it, at least 7 (seven) working days before the date of filming or photographing (hereinafter "**Filming/Photographing**") together with the Insurance Policy referred to in art. 6 par. g.

Photographs/videos can be shot in the following areas controlled by the Organisation (hereinafter, individually "**Area**" and jointly "**Areas**"):

- inside Milan Cathedral, except areas closed to the public and building sites;
- in the High Parvis (*Sagrato Alto*) of Milan cathedral;
- on the Terraces of Milan Cathedral, except areas closed to the public and building sites;
- inside the Milan Cathedral Museum, except areas closed to the public and building sites;
- inside the Organisation's Archive/Library, except areas closed to the public and building sites;

The Applicant also acknowledges the fact that the possibility of filming videos or taking photographs in areas strictly reserved for worship within the said Areas is subject to prior clearance by the Metropolitan Chapter of Milan Cathedral. Permission to film/photograph may be subject to the payment of a fee by the Applicant.

1. GENERAL INFORMATION

Name and Surname of Applicant*:	
Name of Organisation*:	
Role of Applicant*:	
Tax Code and VAT Reg. No.*:	
Registered Office / Address*:	
Telephone number*:	
FAX:	
e-mail*:	
Certified e-mail:	
Website:	

(hereinafter "**Applicant**").



The Applicant indicates the following person as the person in charge of planning and carrying out the filming/photographing:

Name and Surname*:
Role:
Contact (Telephone and E-mail)*:

If it is a different person, the Applicant indicates the following person to be contacted for further information:

Name:
Role:
Contact (Telephone and E-mail):

**the fields marked with this symbol must be filled in*

2. INFORMATION REGARDING THE PROJECT

Title of the video / photographic project of which the shoot is part: _____ _____ _____
Type of project (i.e. documentary / educational programme / ...): <i>please provide a short description</i> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

3. PLANNING THE FILMING/PHOTOGRAPHING

The Applicant acknowledges that both the preparatory phase and the filming/photographing can be carried out exclusively in the Areas defined above and according to the following timetable:

- at Milan Cathedral, on the Terraces and on the High Parvis: from Monday to Friday, from 9 am to 6 pm;
- at Milan Cathedral Museum and at the Organisation's Archive/Library: from Tuesday to Friday, from 10 am to 5 pm.



Without prejudice to the above, the Applicant will take photographs/film videos:

DATE (dd/mm/yy)	AREA	START TIME	FINISH TIME

The Applicant also undertakes to submit a detailed description of the project at the latest 48 hours before it starts.

4. OPERATIONAL INFORMATION

The Applicant acknowledges that:

- a. the presence of extras and/or endorsers and/or actors/actresses and/or models is not permitted during the filming/photographing and in the photographs or videos;
- b. it is forbidden to interview personnel of the Organisation, worshippers, tourists and/or public figures within the Areas;
- c. it is forbidden for vehicles to stop along the perimeter of the Cathedral, unless permission to do so has been granted to the Applicant by the competent Public Authorities.

Without prejudice to the above, the Applicant declares that:

<p>The following persons will be present during the filming/photographing as members of the crew: <i>(list indicating Name and Surname in capital letters)</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>The following equipment (i.e. cameras, tripods, lights) will be used <i>(describe in detail)</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



During the filming/photographing, only the Applicant and the persons listed above as crew will have the right to access the Areas where the activity takes place. All of the above will be required to wear an ID issued by VFD upon presentation of a valid identity document.

5. EXTRAORDINARY REQUESTS

Please indicate below any extraordinary requests. VFD reserves the right to accept or refuse them at its sole discretion.

6. OBLIGATIONS AND DECLARATIONS

The Applicant declares and guarantees:

- a. to be aware of the fact that intellectual property rights and economic exploitation inherent or connected to the Areas are the exclusive property of VFD;
- b. that photographs or videos will not violate in whole or in part and in all of their uses the rights of third parties;
- c. that the data provided is complete and correct and that the Applicant is entitled to represent the company and the project indicated above;
- d. that he/she is practising his/her profession and that he/she has the authority to sign this Form;
- e. to indemnify VFD from any liability arising from its active and/or omissive conduct during the filming/photographing;
- f. that he/she will direct the filming/photographing under his/her own responsibility for all the consequent effects towards VFD and third parties;
- g. to have signed and maintain in force for the entire duration of the activities described in this Form a Liability insurance policy against third parties suitable to cover all damage to property and injury to persons which could result from the activities described in this Form with a limit of no less than € 2,000,000.00 (two million euros). Said policy is to be sent together with this Form with conditions and receipt; the Applicant acknowledges from the outset that, depending on the location, the type and duration of the filming/photographing, VFD may request a different policy liability limit at its sole discretion;
- h. to have read, clearly understood and to fully accept the conditions contained in the Regulations published on the website of the Organisation, www.duomomilano.it. The Applicant undertakes, as of now, to deliver copies of photographic or video material to VFD within 3 (three) months of the filming/photographing via e-mail or on other electronic media (DVD / CD / USB), it being understood that VFD will use the material exclusively for archive purposes. VFD will, however, be entitled to use the material for institutional purposes only upon written request and authorisation by the Applicant, without this entailing the transfer of rights on the material to VFD.

7. PRIVACY POLICY PURSUANT TO ART. 13 OF EU REGULATION 679/2016 (GDPR)

The data controller is Veneranda Fabbrica del Duomo di Milano, with headquarters in via C.M. Martini 1, 20122 Milan, Italy, Tax Code and VAT reg. no. 01989950157. The complete and updated list of data processors can be requested by sending an e-mail to the following address: privacy@duomomilano.it. Filling out this Form involves entering the Applicant's and the Crew



members' personal data (hereinafter "Data") into the VFD's electronic database. They will be processed by Veneranda Fabbrica del Duomo di Milano solely for the purpose of i) issuing authorisations to take photographs or film videos in the Areas; ii) organising and performing said photographing/filming activities in the Areas; iii) complying with all accounting and fiscal obligations relating to the activities referred to in the Form and included in the processing of personal data carried out by VFD (hereinafter "Services").

We remind you that registration and provision of data is not mandatory, but failure to provide it will make it impossible for VFD to offer the services listed above. We also inform you that, if you provide specific consent, your data may be processed by the organisation in order to issue its newsletter containing information regarding the activities carried out by the VFD, the project "Adotta una Guglia. Scolpisci il tuo nome nella storia" ("Adopt a Spire. Carve your name in history"), cultural events such as concerts, exhibitions, conferences, meetings of the Cathedral School, workshops for children and families, educational programmes for schools and parishes, guided tours, special initiatives for companies, the promotion of products and services related to Milan Cathedral and other events (hereinafter "Newsletter").

The legal basis of the processing of your personal data lies mainly in the consent and - with the exception of processing related to newsletters or promotional offers - in the need related to the services used by the Applicant. We would like to point out that some data might be processed to comply with legal obligations (e.g. retention) to which we are bound. After the Form has been filled in, the Data will be processed by VFD mainly through electronic media, in compliance with the privacy policy statement available on our website, www.duomomilano.it, in the "Privacy" section, which we invite you to read carefully, and with this information sheet.

The processing carried out by VFD does not involve any automated decision-making process and will be based on principles of correctness, lawfulness, transparency in compliance with rules of confidentiality and security.

The Data will be retained for the time necessary to provide the Services and for the functions and needs, including tests, directly connected to it. The data used to send the Newsletter, in case you expressly consent to it, will be retained to provide the Newsletter service, and in any case until you withdraw your consent or exercise your right to object.

Pursuant to Article 13 of GDPR, the Applicant has the right:

- a) to ask the data controller for access to personal Data and to rectify or delete it or limit its processing or oppose it;
- b) in relation to processing based on consent, to withdraw his/her consent at any time, without prejudice to the lawfulness of the processing based on the consent given before the revocation;
- c) to lodge a complaint with the national supervisory authority;
- d) to receive the personal data he/she provides in a structured format, commonly used and readable by an automatic device, for portability purposes;
- e) if he/she consented to the processing of data for direct marketing purposes, to oppose such processing at any time and free of charge, both with regard to the initial and to any further processing. To exercise the rights listed above, as well as for any request regarding the processing of data and the security measures adopted, the Applicant may contact us at the following e-mail address privacy@duomomilano.it.

Having read the information set out above, the Applicant consents to the processing of Personal Data by VFD to issue the authorisation to film/photograph in the Areas.

GIVES HIS/HER CONSENT (if consent is denied the authorisation will not be granted)

Having read the information set out above, the Applicant consents to the processing of Personal Data by Veneranda Fabbrica del Duomo di Milano in order to send its Newsletter containing information concerning the activities carried out by Veneranda Fabbrica del Duomo di Milano, the project "Adotta una Guglia. Scolpisci il tuo nome nella storia" ("Adopt a Spire. Carve your name in history"), cultural events such as concerts, exhibitions, conferences, meetings of the



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Cathedral School, workshops for children and families, educational programmes for schools and parishes, guided tours, special initiatives for companies, promotion of products and services related to Milan Cathedral and other events. YES NO

Milan, ____/____/____

The Applicant

Signature for Acceptance,
date ____/____/____

Veneranda Fabbrica del Duomo di

Milano
