

Library Membership Form

Name:									
Address:									
Tel. Home:					Mobile:				
Email:									
PPSN:									

I hereby apply for a membership card enabling me to borrow materials from the Library of the Istituto Italiano di Cultura di Dublino. I understand that I am responsible for all items borrowed on this card, I agree to take good care of all library materials borrowed and agree to reimburse the Istituto Italiano di Cultura for the cost of any loss or damage to these materials.

TERMS AND CONDITIONS

Please note that due to organizational and administrative reasons, the following terms and conditions apply:

- Patrons are required to bring their library card with them when visiting the library, as it is needed in order to borrow items. If you do not have the card with you, you will be required to show some **photographic ID** before you can borrow an item.
- The person registered on the Library card is responsible for all material borrowed on that card. Library cards are **not transferable**. Lost or stolen cards should be reported immediately to the Reception Office.
- Your library membership lasts **12 months**. For current IIC students, the membership starts on the first day of the term for which they enrolled.
- All library members can borrow a maximum of **2 books for 30 days, 1 DVD for one week** and **1 audiobook for one week**.
- An item may be **renewed** in person or by telephone, up to 2 times.
- **Reserving an item is not possible**.
- **Overdue** notices will be sent by email.
- It will **not be possible to borrow new items** until all the overdue notices on your account have been resolved.
- An item is considered lost if it has not been returned within **63 days** from the first overdue notice. As a consequence, the membership will be terminated, and you will be excluded from borrowing for a period of two years.

By signing, I agree with the terms and conditions of library membership.

Signature _____ Date: _____

Office Use Only

Student ID or Bibliowin code	Expiry date	Notes
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I declare to allow the processing of personal data by the Institute pursuant to the REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and in compliance with the Data Protection Act 1998/2003 (Ireland) for purposes related to the execution of this Act.

Signature _____ Date: _____

Privacy Notice – GDPR In compliance with art. 13 of the General Data Protection Regulation – Reg. UE 679/2016 (“GDPR”)

The purposes and methods concerning the processing of your personal data in our possession as a user of the services at the Italian Institute of Culture is in compliance with the lawfulness requirement set out in art. 6 b) of the GDPR, and it follows the principles of legitimacy, appropriateness and transparency in order to safeguard your fundamental rights as a natural person

To this end, we provide you all due information:

1. The Data Controller and Processor is the Italian Ministry of Foreign Affairs and International Cooperation (MAECI), which is acting, in the specific case, through the Institute of Italian Culture in Dublin, 11 Fitzwilliam Square East, Dublin 2.
2. Queries and complaints can be addressed to the MAECI Data Protection Officer (DPO), whose contact details are the following
Postal address: Ministero degli Affari Esteri e della Cooperazione internazionale, Piazzale della Farnesina 1, 00135 ROMA; phone number: 0039 06 36911, e-mail: rpd@esteri.it; pec: rpd@cert.esteri.it.
3. Your Personal Data will be processed for the following purposes only: administrative and accounting activities, advertising of events organised by the IIC, insertion in the list of recipients of our weekly newsletter upon approval, promotion of Italian language courses, availing of library loans, processing requests of bursary to attend Italian language courses in Italy.
4. The provision of Personal Data for the purposes listed in point 3 is necessary to avail of the services listed. Refusal of consent to process Personal Data will prevent users from accessing said services.
5. The Personal Data processing will be carried out by electronic, automated and/or manual instruments, with methods and tools ensuring maximum security and confidentiality, by persons authorized to do so in compliance with the requirements of article 29 of the GDPR.
6. The Personal Data collected will be treated confidentially and will not be disseminated. These data will not be shared with third parties.
7. Personal Data will be kept for a period not exceeding three years for the purposes for which data were collected and subsequently processed, in compliance with art. 5.1 e) of the GDPR. Every three years the Institute will contact users to verify whether they wish their data to be kept or removed from our databases.
8. In accordance to art. 15 et seq. GDPR, the Data Subject has the following rights toward the Data Controller: access to Personal Data; rectification or erasure of Personal Data; restriction of processing; right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. The Data Subject can exercise the above mentioned rights by contacting the Data Controller at the Institute, who will inform the pertinent DPO within MAECI.
9. The Data Subject also has the right to file a complaint before DPO for the MAECI. Alternatively, they can contact Garante italiano per la Protezione dei Dati personali (Piazza di Montecitorio 121, 00186 ROMA, phone number: 0039-06696771, e-mail: garante@gpdp.it, pec: protocollo@pec.gpdp.it).