

# SCAN ON DEMAND REQUEST FORM



## CONTACT INFORMATION (please write clearly)

Name (MF)  NIF (VF)   
Email Address (VF)  Telephone/mobile phone number (VF)

(MF) Mandatory filling in. Failure to provide such data makes it impossible do respond to the request. (VF) Voluntary filling in. Failure to provide such data still allows the request to be responded to. However, it has the following possible consequences [point (e) of Article 13(2) of General Data Protection Regulation]: [a] not providing the tax number inhibits proper billing; [b] not providing an email inhibits sending the requested work that way and the data subject must deliver a pen drive; [c] not providing telephone/mobile phone number may delay the handover of the requested work if there are any doubts, especially if an email is not provided either.+

## SCAN SPECIFICATIONS

### SCANNING PURPOSE

Publication   
Other

### TECHNICAL REQUIREMENTS

JPG at 300 DPI's   
Special requirements  specify:

## DELIVERY MODE

Pen drive (to be provided by the user)  Email (requires advance payment)

Note: The formalization of the request implies the knowledge and acceptance of the Service rules. The incorrect filling of this form implies the rejection of the scan request. We recommend that you previously request a budget for the work to be carried out.

## INFORMATION REGARDING PERSONAL DATA PROTECTION

1. Personal data mentioned in this form is collected solely for the purpose of responding to requests for digitalisation and image services, which includes billing, sending the requested work and/or communications for occasional clarification, using the contact data provided by the personal data subject. The provision of those services fall within the scope of the public interest carried out by "Hemeroteca Municipal de Lisboa", is subject to confidentiality and respective data will be stored for a period of 10 years, commencing on the date of completion of the procedure, that is to say, from the end of the activity, after which they may be erased due to the end of the statute of limitations for determination of financial restitution liability, in audit. (Law 98/97, art. 70º, nº 1).
2. The Municipality of Lisbon is the controller, as defined by the General Data Protection Regulation. Communications for exercising the rights granted by European or Portuguese law should be addressed to "Hemeroteca Municipal de Lisboa", whose contact data can be found in the footer.
3. The data subject has the following rights, regarding his or her personal data: [1] To be exercised before the controller: right of information; right of access; right to rectification of inaccurate personal data; right to erasure; right to restriction of processing; right to data minimisation; right to object to processing; right to data portability; right not to be subject to a decision based solely on automated processing; in case of consent, right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. [2] To be exercised before the Data Protection Officer (by email to [dpo@cm-lisboa.pt](mailto:dpo@cm-lisboa.pt) or by letter to Campo Grande, 25, Bloco E, 2º Piso, 1749-099 Lisboa): right to adress please. [3] To be exercised before the supervisory authority (namely, Comissão Nacional de Proteção de Dados/Portuguese Data Protection Authority): right to lodge a complaint. [4] To be exercised before the courts: right to an effective judicial remedy and to compensation when his or her rights have been infringed.

User Signature  Date

## TO BE FILLED BY THE LIBRARY STAFF

Valor a cobrar  € (  digitalizações) Recebido por   
PAGO: Sim  Não  Data   
SERVIÇO: Sala de leitura  Recepção  Outro

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**PUBLICATION**

Title | Number | Date

Article

Page(s)

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