

# SCAN ON DEMAND REQUEST FORM



## CONTACT INFORMATION (please write clearly)

Name

Email Address  Telephone/mobile phone number

Address

Postal Code  Location

Country  City

Tax Identification Number

## CHARACTERISATION OF THE REQUEST

## SCAN SPECIFICATIONS

Print ☐ Photocopy ☐ Reproduction ☐ Publication: Yes ☐ No ☐

## 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.

## TO BE FILLED BY THE LIBRARY STAFF

Valor a cobrar (€)  Digitalizações ☐ Recebido por:

PAGO: Sim ☐ Não ☐ Data

SERVIÇO: Sala de Leitura ☐ Recepção ☐ Outro

To be continued →

## INFORMATION REGARDING PERSONAL DATA PROTECTION

The Lisbon City Council is the controller, through Divisão da Rede de Bibliotecas, with the following e-mail and address: blx@cm-lisboa.pt and Rua da Boavista, 9, 1200-066 Lisboa.

The data will only be accessed by Lisbon City Council to accomplish the mentioned purposes, and will not be used to automated decision-making, including profiling. There will be no transfer of data to a third country or international organization.

The processing of personal data is exclusive to the procedure of requested consulting and investigation services, in which is included the respective accounting, delivery of the requested assignment and/or communications to specific clarifications, using the contacts given by the data subject, within the exercise of public interest invested by the controller – Article 6 (1), point (e), according with article 92 of Estrutura Flexível da Orgânica dos Serviços Municipais (DR, second series, number 169, September 3th, 2018)

The personal data collected are the ones that are strictly necessary for the procedure of the requested consulting and investigation services, in which the accounting data are communicated to the Tax Authority electronically, in compliance with the tax legislation. The provision of personal data by the data subject is mandatory and the consequence of not providing is that the request will not be processed.

The form will be stored for a period of five years from the conclusion of the procedure, according with the article 27 of Portuguese Decree law number 433/82 and article 40 of Portuguese Law number 50/2006. After that period, the form will be eliminated.

The data subjects have the following rights: right of information, right of access, right to rectification, right to erasure, right to restrict processing, right to portability, right to object; the right not to be subject to a decision based solely on automated processing, including profiling; right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.

The exercise of any of these rights by the data subject must be carried out directly to the Data Protection Officer through the e-mail address dpo@cm-lisboa.pt, by letter to Campo Grande, 25, Bloco E, 2.º Piso, 1749-099 Lisboa; or through the form available at <https://www.lisboa.pt/exercicio-dos-direitos-do-titular-de-dados-pessoais>

Data Subjects have the right to file a complaint with the Portuguese Data Protection Authority (CNPD) in case of violation of the applicable rules regarding the protection of their Personal Data.

Data subjects have the right to legal action through the competent courts and compensation if their rights are violated.

This statement will be kept as long as the Lisbon City Council processes the holder's personal data.

I have read the information on personal data protection. ☐

Name and surname

Signature [in person] <sup>(a)</sup>

Date

<sup>(a)</sup> If signed by a legal representative, add his or her name.