

**Museum of Photography in Kraków**  
**Digital Reproduction Order Form**

Applicant's details			
Name or affiliation (full name)			
Person authorised to sign the form/contract	<i>Please complete only when you represent your institution</i>		
Address			
ID number			
Phone			
Email			
Invoicing details Name/taxpayer's TIN/ID of legal entity/Registration No			
Purpose for which digital reproductions of objects are to be used	Non-commercial use, research, scientific or educational purposes yes/no*	Commercial use yes/no*	Other yes/no*
How digital reproductions are to be used	<i>Please be specific about the planned use of digital reproductions, including print run of the planned publication</i>		
Statements			
If the digital reproductions are published, I undertake to reference the images by adding notes agreed with the Museum (citing the author, title and date of the object) and information that the photographs come from the collection of the Museum of Photography in Kraków.	yes/no*		
I undertake to provide the Museum with 2 copies of each of the materials in which the digital reproductions of objects will be placed.	yes/no*		
I declare that I shall not use the provided digital reproductions for purposes other than those specified in the digital reproduction order form and they shall not be shared in any form with third parties. I undertake to delete the files containing the digital reproductions from the computer memory and from all media on which they are stored after the reproductions have been used for the purpose described in the digital reproduction order form.	yes/no*		
In the event that the digital reproductions are used in breach of the above conditions, I shall be obliged to pay the Museum a contractual penalty in the amount of the fivefold fee for providing digital reproductions of objects, as specified in the pricing of digital reproductions of objects from the MuFo collection.	yes/no*		
In the event that my use of digital reproductions of objects infringes upon the third parties' copyright (economic or moral rights), I undertake to satisfy, at my own expense, any justified	yes/no*		

<p>claims of those third parties for infringement of their rights, and, if the Museum settles such claims or they are awarded against the Museum, I shall reimburse the Museum, at the Museum's demand, for all the claims covered and all related expenses incurred, including judicial costs, the cost of arbitration, administrative or conciliation proceedings, and indemnify the Museum against any losses suffered by the Museum as a result of the above breach.</p>				
<p>I consent to the processing of my personal data for the purpose of processing this application, including when preparing, conclusion and performance of a contract. The Museum will or may use this data for the following purposes:  (1) Conclusion and performance of a contract (Article 6(1)(b) GDPR) – in accordance with the provisions of the Act of 23 April 1964 – Civil Code. (2) Compliance with legal obligations to which the Museum is subject (Article 6(1)(c) GDPR) in relation to accounting for the concluded agreement (e.g.: making payments, tax settlements), in accordance with the Accounting Act of 29 September 1994, the Social Insurance System Act of 13 October 1998, and the Act of 29 August 1997 – Tax Ordinance. (3) Documenting of the Museum activity (Article 6(1)(c)(e) GDPR) in accordance with the Act on National Archival Resource and Archives of 14 July 1983. (4) Compliance with legal obligations to which the Museum is subject (Article 6(1)(c) GDPR) regarding management of public funds, including pursuing claims, in accordance with the Public Finance Act of 27 August 2009.  For the purposes given above, personal data shall be processed with regard to: name, address, identification number, contact details: email address, phone number. The data will be processed for the time necessary for the performance of the contract, and thereafter until the expiry of the right to pursue claims, and after this period for the time necessary for the Museum to comply with its legal obligations under tax or accounting regulations or provisions on administration and archives. The data may be accessed by third parties providing technical and IT services to the Data Controller, which is the Walery Rzewuski Museum of the History of Photography in Kraków with its registered office at: ul. Rakowicka 22A, 31-510 Kraków. The data subject has the right to request access to, rectification and erasure of his/her personal data or restriction of processing of personal data, as well as the right to data portability and the right to lodge a complaint with the President of the Data Protection Supervisory Authority. For all matters concerning the processing of personal data, the Data Protection Officer can be contacted at: <a href="mailto:iod@mufo.krakow.pl">iod@mufo.krakow.pl</a>.</p>				yes/no*
<p>I confirm that I have read and agree to abide by the Terms and Conditions of collection research and ordering digital reproductions of objects from MuFo collection available at: <a href="https://mufo.krakow.pl/museum/services">https://mufo.krakow.pl/museum/services</a>.</p>				yes/no*
List of objects (compiled by the Applicant and verified for correctness by a MuFo employee)				
No.	Inventory no.	Author	Title and/or name, dated	Quotation (to be completed by a MuFo employee)

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Signature and date

\* Please indicate as appropriate