



VISITING
to be returned signed

In order to visit Villa Albani Torlonia, you are first required to fill in the following request form, specifying the language spoken and sending it back, signed, by fax to +3906.68199934 or email info@fondazionetorlonia.org along with a copy of a valid ID document and a signed copy of the following “Code on the protection of personal data” to authorize the Foundation of processing your details following the request to visit and for the sole purpose of the activities pursued by the Foundation.

The visits are free. Contribution to support the Foundations projects and activities are welcome with a recommended minimum contribution of €50 per person. Whenever possible, visitors may see the object of restorations they have contributed to. Visits, which last two hours, in the presence of a guide, may be in groups of no more than fifteen-twenty people. They include Villa Albani Torlonia, the Italian garden and the *Kaffehaus*, now featuring the collection of recently restored sculptures. The Fondazione Torlonia, should the request be accepted, will propose the first available date. Given the high numbers of requests, the institutional commitments of the Foundation, and to support the Foundation’s mission, any contribution will be a preferential title for the assignment of the available dates.

NAME: _____ SURNAME: _____,

EMAIL: _____,

ID NUMBER: _____,

OPTION FOR THE CONTRIBUTION Recommended minimum contribution €50

The figure may be a deductible expense for tax purposes according to the national laws of the visitors’ country of residence.

DECLARATION OF CONSENT

The undersigned having taken note of the above mentioned information and article 7 of Legislative Decree 196/2003, allows the processing, communication and dissemination of the personal data concerning him / her to the extent indicated in the written notification received by declaring to be aware of the rights recognized by the following article 7 of Legislative Decree 196/2003 referred to

DATE _____ SIGNATURE _____

For the purposes of and as established by **Article 13 of Legislative Decree 196/2003**, “Code on the protection of personal data”, the Fondazione Torlonia as the holder and processor of personal data, communicates the following to anyone interested in the processing of his/her personal data, collected pursuant to a request to visit Villa Albani Torlonia in Rome, via Salaria No. 92.

The identification data of the person requesting the visit (be it a legal and/or a physical person) and those acting in their names may be collected, recorded, reordered and stored for the purpose of exercising the rights and fulfilling the obligations arising from the acceptance of the proposed conditions for the activity required by the Foundation.

The provision of the above data is optional, but any refusal to grant them prevents acceptance of the request.

The above data are communicated to the employees of the Fondazione Torlonia and third parties responsible for providing legal and fiscal advice, information technology companies, and public authorities or administrations for the fulfilment of legal requirements.

Responsible for processing the data according to article 29 of Legislative Decree no.196 of 2003 is the pro tempore head of the Fondazione Torlonia, for the purposes of this act, domiciled in Rome, in Via della Conciliazione, No. 30, Dr Alexander Francis Poma Murialdo. The treatment may also be carried out using IT systems, with the observance of any precautionary measures concerning the security and confidentiality of the data.

The data are kept at the Fondazione headquarters at via della Conciliazione, No. 30 for a period in accordance with civil and fiscal regulations in force.

The person concerned may exercise the rights as foreseen in article 7 of Legislative Decree 196/2003, of which the full text is given as follows:

Article 7. Right of access to personal data and other rights

1. The person concerned has the right to obtain confirmation of the existence or not of personal data concerning him, even if they are not yet registered, and their communication in an intelligible form.

2. The person concerned has the right to obtain the indication of:

- a) the origin of the personal data;
- b) the purposes and methods of treatment;
- c) the logic applied in the case the processing is carried out with the aid of electronic instruments;
- d) the identity of the owner, manager and the representative appointed under article 5, paragraph 2;
- e) the subjects or categories of subjects to whom the personal data may be disclosed or who may become aware of it as a designated representative in the territory of the state, of persons in charge or entrusted.

3. The person concerned has the right to obtain:

- a) updating, rectification or, when interested, integration of data;
- b) the cancellation, the transformation into anonymous form or the block of data processed in violation of the law, including those whose retention is not necessary in relation to the purposes for which the data were collected or subsequently processed;
- c) the attestation that the operations referred to in points (a) and (b) have been brought to their attention, including their content, of those to whom the data have been communicated or disseminated, except where such fulfilment is impossible or involves the use of means manifestly disproportionate to the protected right.

4. The person concerned has the right to object, in whole or in part:

- a) for legitimate reasons to the processing of personal data, pertinent for collection purposes;
- b) to the processing of personal data concerning him/her for the purpose of sending advertising material or direct sales or for the purpose of market research or commercial communications.