**Application form for permission to consult archival records by foreign nationals**

|  |  |
| --- | --- |
| Name and surname: |  |
| Name of institution (if it is sponsoring the research): |  |
| Passport number: |  |
| Address: |  |
| Subject of research: |  |
| Objective of research: |  |
| Time frame of research subject: |  |
| Period for which admission is sought: |  |
| Mentor recommendation letter (for students): |  |

 Applicant signature:

|  |  |
| --- | --- |
| Date: |  |

Pursuant to article 23 of the Law on Personal Data Protection (*Official Gazette of RS* no. 87/2018 - hereinafter referred to as “Law”), in order to perform our duty in handling and processing personal data herby collected from you, the Archives as a legal entity issues the following

**NOTICE
on the information provided when personal data is collected from data subjects[[1]](#footnote-1)**

1. **Information on the data controller**: The Historical Archives in Bela Crkva, 40, 1. Oktobra Street, Bela Crkva, phone number: +381 13 851 283, email: iarhivbc@gmail.com

2. Information on the data protection officer: Marko Lazarević,+381851283, iarhivbc@gmail.com

3. **Purpose and legal basis of the intended data processing:** The Historical Archives in Bela Crkva collects data from applicants for research of the archival material in order to protect its records as cultural property, in accordance with the provisions of article 65, paragraph 1, item 8; article 74, paragraph 3 and article 87 of the Law on Cultural Property.

4. **Information on the recipient or recipients of personal data: none.**

5. **Information on the intended transfer of personal data to another country or international organization: personal data shall not be transferred to another country or international organization.**

Before collecting your personal data, in order to ensure its fair and transparent processing, we provide a list of additional information:

1) **researcher’s personal data retention period: indefinite.**

2) **data subject, i.e. the person identifiable by the collected data, has the following rights:**

- the right to demand access to personal data from the controller, in accordance with article 26 of the Law,

- the right to rectification or erasure of personal data, in accordance with articles 29 and 30 of the Law,

- the right to limit the scope of processing, in accordance with article 31 of the Law,

- the right to data portability, in accordance with article 36 of the Law,

- the right to object, in accordance with article 37 of the Law,

- the right to direct a complaint to the Commissioner for information of public importance and personal data protection if the data subject believes the data processing has been performed in violation of the Law.

**Note: Provisions pertaining the rights of data subjects from articles 26, 29 and 31 through 37 of the Law do not apply if the data processing serves archiving purposes in the public interest, if it is necessary for achieving these purposes or if the application of said provisions would make these purposes impossible or difficult to achieve, with the implementation of measures from paragraphs 1 and 2 of article 92 of the Law.**

**3) obligation of providing personal data:** The Historical Archives in Bela Crkva is obliged to collect your personal data so as to meet legal requirements to protect its archival material.

**4) data protection:** The Historical Archives in Bela Crkva protects personal data in compliance with the Law and the Archive’s Rulebook on Personal Data Protection.

**Note**: **For any violation of the right to personal data protection through the use and publishing of archival material, the applicant will be held responsible and prosecuted, in accordance with the law.**

I hereby confirm that I have been acquainted with and accept the terms of this Notice.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. persons applying for research in the Historical Archives in Bela Crkva [↑](#footnote-ref-1)