



### **Information concerning the processing of your personal data**

1. The personal data you provide in the current application are collected in order to serve the users who wish to study the Library's Special Collections. The legality concerning the processing of your personal data is secured by the NKUA's commitment to act in the public interest.
2. In order to protect your personal data concerning the written application, we take all the necessary and suitable measures in technical and organizational terms.
3. The data asked for are restricted to what is relevant and absolutely necessary. They are kept for ever when it concerns material published prior to 1850 and manuscripts and for three working days for all other material.
4. Your personal data will not be transferred to a third party.
5. Concerning your personal data, you have the right to require a) information regarding the way we process them b) access to them, ie. what kind of personal data we keep.
6. If you have questions regarding your application, please contact the Library of the School of Philosophy
7. In case you have questions regarding the protection of your personal data or you have reservations concerning the efficiency of the protection of your rights by NKUA, you can send an e-mail to [dpo@uoa.gr](mailto:dpo@uoa.gr) and you will receive an answer as soon as possible and not later than a month. If your problem is not resolved, you can file a report to the Hellenic Personal Data Protection Authority <https://www.dpa.gr> or send an e-mail to [contact@dpa.gr](mailto:contact@dpa.gr).

**Application to study material from the Special Collections**

First name	Surname::
Phone	E-mail:

**Status**

Teaching staff       PhD candidate       Postgraduate student   
Undergraduate student       Other

Please allow me to study the following material:

Author:	Call number:
Title:	

Author:	Call number:
Title:	

Author:	Call number:
Title:	

Author:	Call number:
Title:	

Author:	Call number:
Title:	

I declare that I have been notified about the current regulations regarding the use of material from the Special Collections of the Library of the School of Philosophy.

The Applicant

.....  
Signature upon picking up the material

.....  
Signature upon returning the material

**Please tick the following boxes if you want to use material published prior to 1850 and manuscripts. Library approval is required.**

**Purpose of study:**

Undergraduate studies       Postgraduate studies       PhD dissertation   
Publication of article/conference       Personal research-study

**Information concerning research:**

Fill in the title of your research project and information concerning the book or the article you intend to publish in case this is the purpose of your study:

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I declare that I have been notified about the current regulations regarding the use of material from the Special Collections of the Library of the School of Philosophy.

Approved       Not approved

Librarian

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