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Muzej Staroga Grada
Stari Grad Museum

Stari
2400 Grad

ACCESS TO INFORMATION REQUEST

Please complete this form to apply for access to information under the *Right of Access to Information Act (OG 25/13, 85/15)*. You can fill out the form on your computer and then send it to us. If you need help in filling out this form, please contact the Information officer at ppi@msg.hr.

1. Your details

Name and surname or company name:

Address:

Place: Postcode:

Telephone: E-mail:

I agree to receive correspondence at the above e-mail address

2. Information being sought

Please describe in detail the information you would like to access.

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3. Form of access

How do you wish to access the information?

directly (verbal)

in writing

- inspect and copy the document(s)
- supply of a copy of the document(s)
- other (please specify)
-
-

4. Additional information

- I am aware that Stari Grad Museum is entitled to remuneration of actual costs incurred by the applicant in connection with providing the information requested in accordance with Art. 19, Para. 2 of the Right of Access to Information Act.

Date:

Applicant's signature and seal of legal entity:

- Stari Grad Museum will protect the user's privacy, using their personal data in accordance with the Personal Data Protection Act (OG 103/03, 118/06, 41/08, 130/11, 106/12).

This request can be submitted in following ways:

personally: Stari Grad Museum, Braće Biankini 4, 21460 Stari Grad
Monday – Friday, 09:00 - 13:00h

send it by:

fax: 00 385 21 766 324

e-mail: ppi@msg.hr

post: Muzej Staroga Grada, Braće Biankini 4, 21460 Stari Grad, Croatia

Office use only

Datum primanja zahtjeva:

Referenca:

↓ Following pages contain additional information and don't have to be printed ↓

Right of Access to Information Act (OG 25/13, 85/15) (hereinafter: RAIA) provides all domestic and foreign natural and legal persons, in the same way and under the same conditions, the right of access to information. The right of access to information and the re-use of information includes the user's right to seek and receive information as well as the obligation of public authorities to provide access to the requested information, or to publish information independently of a request when such disclosure is derived from obligations defined by law or other regulation.

RAIA defines the principles of the right of access to information and the re-use of information, restrictions of the right of access to information and the re-use of information, the procedure for the realisation and protection of the rights of access to information and the re-use of information.

Stari Grad Museum informs the public through its official website (msg.hr) with documents and information in its possession that is publicly available in electronic form and can be accessed without making a specific request. Access to all other information and documents is achieved by submitting an oral or written request. If a request is made in person or by phone, official record shall be made, and if it is filed by electronic communication it shall be deemed to have been submitted by a written request. Stari Grad Museum will decide on the request for information by no later than 15 days after the filing of a proper request.

Overview of Stari Grad Museum Information

TYPE	CONTENT	LEGAL BASIS	AVAILABLE	NOTE
General Acts	Foundation and organisation	RAIA	YES	-
Management	Professional Council meeting minutes Decisions of the Director	RAIA	YES	-
Employees	Employee records Personal files of employees Commencement of employment Decisions on annual leaves, sick leaves etc.	PDPA	NO	Confidential
Building maintenance	Documentation on museum building and facilities (projects, plans and maintenance records)	DSA	NO	Confidential
Security and protection	Protective measures on buildings, assets and employees	DSA	NO	Confidential

Sources of financing and expenses	Appropriations for programmes	RAIA	YES	Available at min-kulture.hr
	Financial plans and reports			-
	Employee payslips Payroll reports	PDPA	NO	Confidential
Museum & gallery activities	Plans, programmes and reports about Museum's activities Data on Museum's activities and programmes	RAIA	YES	-
Museum & gallery activities	List of exhibits, catalogues, brochures, guides	RAIA	YES	-
Museum & gallery activities	Documentation on museum holdings and documentation Documentation on exhibitions	MA PPCHA Ordinance on the Conditions and Manner of Access to the Museum Holdings and Museum Documentation	YES, under the requirements of the MA and the Ordinance on the Conditions and Manner of Access to the Museum Holdings and Museum Documentation	-
Protection of cultural heritage	Reports on conservation and restoration work Reports on preventive protection Reports on expert analysis Reports on archaeological excavations	RAIA	YES	-

RAIA – Right of Access to Information Act

PDPA – Personal Data Protection Act

DSA – Data Secrecy Act

MA – Museums Act

PPCHA – Protection and Preservation of Cultural Heritage Act