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Muzej Staroga Grada
Stari Grad Museum

Stari
2400 Grad

STARI GRAD MUSEUM INFORMATION CATALOGUE

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1. INTRODUCTION

In accordance with the provisions of the Right of Access to Information Act (hereinafter RAIA) (OG 172/03, 144/10, 77/11, 25/13 and 85/15) Stari Grad Museum (hereinafter MSG) shall provide to all domestic and foreign natural and legal persons (hereinafter User), in the same way and under the same conditions, the right of access to information.

MSG is also required to disclose information even without special request; as such release constitutes an obligation specified by law or other general regulation.

Information is any data in the form of documents, records, files, registry, regardless of the manner in which it is presented (written, drawn, printed, recorded, magnetic, optical, electronic or other format), which was created within the scope or regarding the organization and operation of MSG;

This catalogue specifies the content, purpose, manner and time limits of exercising the right of access to information.

2. BASIC INFORMATION

MSG was founded by the Stari Grad Municipality with the Decision on the transformation of the Stari Grad Culture Centre into the Stari Grad Museum (Class: 612-1/07:612-01/06-01/14, Reg. No: 2128-03-07-1) on 22 February 2007.

MSG is the legal successor of the Stari Grad Culture Centre, founded with the Decision on the establishment of the Stari Grad Culture Centre (Class: 612-01/95-01/9, Reg. No: 2128-03-95-1) on 8 September 1995.

MSG is a public institution that carries the museum activities as a public service. According to the type of museum holdings, MSG is a general museum and according to the geographical scope of its activities it is a local museum.

Name: Muzej Staroga Grada

English name: Stari Grad Museum

Short name: MSG

SIC code: 9102

Registration No: 060014562

Tax No: 80095895546

Bank account No: HR93 2330003-1100105584

Seat: Braće Biankini 4, HR-21460 Stari Grad

Telephone: 00 385 21 766 324

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E-mail: muzej.staroga.grada@st.t-com.hr; info@msg.hr

Website: msg.hr

Authorised representative: Aldo Čavić

Date of appointment: 12. 12. 2016.

Manner of representation: independent

Type of representative: Director

3. MUSEUM ACTIVITIES

MSG performs its activities in accordance with the provisions of the Museums Act and other regulations, as part of the System of museums of the Republic of Croatia, as established by the Ordinance on the Method and Criteria for Integration into the System of Museums of the Republic of Croatia.

In carrying out its activities MSG performs mainly the following tasks:

- systematically collects, organises, preserves, study and professionally and scientifically processes, investigates and systematises the museum and gallery holdings and holdings in the field of cultural history of Stari Grad,
- implements preventive protection of museum holdings, museum documentation and museum sites and sites within its scope,
- carries out the museum research and prepares technical expertise, feasibility studies and other professional and scientific papers and publishes them in a professional and scientific publications,
- systematically exhibits the museum holdings and documentation in permanent and temporary exhibitions, organises occasional museum exhibitions at home and abroad,
- publishes and sells professional and scientific publications, catalogues, prints, promotional and didactic educational materials, postcards, and audiovisual and other editions about the museum holdings and documentation,
- manages and takes care of the permanent exhibition at the Museum,
- in connection with the museum and gallery activities, by itself or in cooperation with educational, cultural and other institutions, bodies and associations, organises tours of cultural properties and other cultural and historical attractions or events and conducts educational and other cultural programs and activities,
- performs other museum and gallery programs and activities in accordance with the laws.

The internal structural units of MSG are dislocated premises owned or managed by MSG:

1. Biankini palace (seat)
2. Ethnographic collection in Petar Hektorović's Tvrdalj
3. Pharos Archaeological Park

The internal organisational units of MSG are:

1. Museum collections
2. Documentary collections
3. Restoration workshop
4. Accounting service
5. Juraj Plančić Gallery

Structural and organisational units are not legal persons and do not have authority in legal transactions.

4. LIST OF INFORMATION

TYPE	CONTENT	LEGAL BASIS	AVAILABILITY	NOTE
General Acts	Foundation and structure	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	DSA	NO	Confidential
Security and protection	Protective measures on buildings, assets and maintenance records	DSA	NO	Confidential
Sources of financing and expenses	Appropriations for programmes	RAIA	YES	min-kulture.hr
	Financial plans and reports			-
	Employee payslips Payroll reports	PDPA	NO	Confidential
Museum & gallery activities	Plans, programmes and reports about MSG activities Data on MSG 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 PPCPA Ordinance on the Conditions and Manner of Access to the Museum Holdings and Museum Documentation	YES	Available under the requirements of MA and the Ordinance on the Conditions and Manner of Access to the Museum Holdings and Museum Documentation

RAIA – Right of Access to Information Act

PDPA – Personal Data Protection Act

DSA – Data Secrecy Act

MA – Museums Act

PPCPA – Protection and Preservation of Cultural Properties Act

5. EXERCISING THE RIGHT OF ACCESS TO INFORMATION

MSG informs the public about its organisation and programme and the manner of performing its activities by providing information through the media. In addition, Users can exercise the right of access to information by submitting an oral or written request to MSG i.e. information officer. Forms for exercising the right of access to information (Access to Information Request, Amendment or Correction of Information Request and Re-use of Information Request) are available on the official website.

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. The applicant is not obliged to state the reasons for requesting access to information.

The right of access to information belongs to all Users in the same way and under the same conditions. Pursuant to RAIA, MSG will deny the right of access to information if the information is classified with the degree of confidentiality in accordance with law and/or with the regulations adopted pursuant to the law prescribing the confidentiality of data or is protected by the law governing the area of the protection of personal data.

MSG may deny the right to access information if there is reasonable suspicion that its publication would prevent effective, independent and impartial judicial, administrative or other legal procedure; execution of court decisions or penalties; disable the work of bodies that carry out administrative, inspection or legal supervision; violate intellectual property rights, unless the express consent of the author or owner.

MSG will deny access to information in the case of the pre-investigative and investigative activities of the authorities for the duration of these activities.

MSG provides access to information in one of the following ways:

1. Through its official website:
 - information on the organisation,
 - information on activities,
 - announcement of activities,
 - press releases
2. Direct supply of information to the User who submitted the request,
3. Providing access to documents and copies of documents to User who applied for access to information,
4. Delivering written information or a copy of the document containing the information or other form of information to User who applied for access to information.

The right of access to information can be achieved by submitting a request in the following ways:

- in writing: Muzej Staroga Grada, Braće Biankini 4, HR-21460 Stari Grad
- by e-mail: ppi@msg.hr
- by phone: 00 385 21 766 324
- by fax: 00 385 21 766 324
- in person: Stari Grad Museum, Braće Biankini 4, HR-21460 Stari Grad, Monday – Friday, from 9am to 1pm

Users are exempt from payment of administrative fees in the proceedings before the MSG.

MSG is entitled to remuneration of actual costs incurred by the User in connection with providing the requested information, as well as the reimbursement of delivery costs, in accordance with Art. 19, Para. 2 of RAIA.

Information Officer:
Andrea Devlahović
Braće Biankini 4, HR-21460 Stari Grad
Tel/Fax: 00 385 21 766 324
E-mail: ppi@msg.hr

6. TIME LIMITS FOR EXERCISING THE RIGHT OF ACCESS TO INFORMATION

MSG will provide access to information to the applicant within 15 days from the date of application, as well as in the event of a request for the re-use of information.

In the case of incomplete or incomprehensible application, MSG will notify the applicant to correct it within 3 days from the notification. If the applicant fails to correct the application in an appropriate manner, MSG will reject the request.

If MSG does not own, hold or control the information, but has the knowledge of the competent authority, it will, without delay, but no later than 8 days from receiving the request, transfer it to that competent authority and inform the applicant. In this case, the time limit for exercising the right of access to information is calculated from the date when the competent authority received the transferred request.

Time limits for exercising the right to access to information can be extended up to 30 days, counting from the day MSG should decide on the request for access to information:

- if the information must be sought outside the seat of MSG,
- if an application requires a number of different information,
- if it is necessary to ensure the integrity and accuracy of the required information,
- if MSG is required to conduct a test of proportionality and public interest, pursuant to RAIA.

In case of the time limit extension, MSG will, without delay, and no later than 8 days from receiving the request, inform the applicant and state the reasons for which the time limit was extended.

Appeals against the decision of MSG will be decided by the Information Commissioner of the Republic of Croatia, an independent body for the protection of the right to access information.

Director
Aldo Čavić, prof.