# Application for access to protected material

Please read the guidance below. All fields are mandatory.

## Your details

Name:

Address:

Nature of research (delete as appropriate):

Book / article / thesis / dissertation / media / family / other (please specify):

Subject of research:

Shelfmark, title and description of each item you are requesting to access:

## Data Protection Act conditions

I request permission to consult the records named above and agree to make use of any personal data contained therein in compliance with the General Data Protection Regulations (EU and UK GDPR) and Data Protection Act 2018 (DPA). My research will not be used to support measures or decisions with respect to particular individuals and will not cause or be likely to cause substantial damage or substantial distress to any person who is the subject of those data while he or she is alive or likely to be alive (assuming a lifespan of 100 years). I will not make the results of my research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller.

I understand that I shall become responsible for compliance with the EU and UK GDPR and DPA in relation to any processing by me of personal data obtained from the above records and undertake to dispose of this data in an appropriate manner when it is no longer required for my research.

### Signed:

### Date:

We will use the information in this form to process your request to access protected material. The form and information contained in it will be kept for 6 years in our collections management databases EMu and Alma. You may request for the information to be deleted before the 6 years elapse by emailing specialcollections@library.leeds.ac.uk. Your information is kept securely and accessible only to limited University staff members.

## GDPR and Data Protection Act 2018: Guidance for Researchers

## The material you have requested above is subject to the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018.

## Your application for access to protected material will be reviewed and we will contact you to communicate our decision. We will assess your request in line with the National Archives Guide to Archiving Personal Data. This may take some time, depending on the size and nature of the material. Please do not expect to access protected material on the day it is requested.

## Some material will not be available at all. Other material will be available in part, or subject to certain protection. Access to particularly sensitive material may need to be discussed with the Associate Director: Special Collections & Galleries and will depend on the purpose of use.

As a researcher you are responsible for any personal data concerning living individuals that you may take away from Special Collections & Galleries (inclusive of any notes, digital images and photocopies). The researcher becomes the “data controller” of the personal data held about the “data subjects”. This means that you have certain responsibilities:

1. You must not cause substantial damage or distress to data subjects.

2. You must not use data to support measures or decisions concerning individuals.

3. You must anonymise identities when note-taking, in results of research and statistics. If this is not possible then you must seek the consent of identifiable individuals prior to publishing your research.

4. You must store any personal data that you extract from the archive securely and dispose of it safely when you no longer need it.

5. You must respect the confidentiality of any documents and information not connected with your research but which you have seen in the course of it.

6. You must not take photographs of any protected material.

The GDPR requires that data subjects are notified if their personal data is processed. Researchers who process personal data for historical, scientific or statistical research are exempt from this requirement only if the results of the research/any resulting statistics are not be made available in a form which identifies data subjects.

Further guidance on the act can be found on the Information Commissioners Office: <https://ico.org.uk/>

End of document.