

Warwickshire County Record Office

**REQUEST FOR ACCESS TO PERSONAL DATA
OR
RECORDS WHICH ARE NOT NORMALLY OPEN TO PUBLIC INSPECTION**

NAME (Block capitals).....

INSTITUTION /COMPANY (if applicable).....

ADDRESS.....
.....

READER'S TICKET NUMBER

PURPOSE OF RESEARCH
(e.g. book, article, thesis, dissertation, family, other)

SUBJECT OF RESEARCH

Please note: The County Record Office may make use of the information provided above for statistical or management purposes. If you do **not** want us to make this information public, please tick here.

Details of the records to which access is requested. Please include reference numbers wherever possible.

Please note that some records may contain upsetting or distressing information.

Conditions of Access

1. Under the Data Protection Act, 2018 s.19, personal data on living persons may only be accessed on condition that:
 - The data are not processed to support measures or decisions with respect to particular individuals.
 - The data are not processed in such a way that substantial damage or distress is, or is likely to be, caused to any data subject.
2. Some collections contain medical information or material of a private and sensitive nature relating to individuals. Normally such material less than 100 years old will not be made available to readers, but the Head of Archive

Warwickshire County Record Office

**REQUEST FOR ACCESS TO PERSONAL DATA
OR
RECORDS WHICH ARE NOT NORMALLY OPEN TO PUBLIC INSPECTION**

Service may in certain cases allow access to restricted records on condition that:

- The reader shall not use the information obtained from the records for any purpose other than the specific research described in their application for access.
- The reader shall not use the information obtained from the research in any way which might allow the identification of named individuals.
- The reader shall not divulge to a third party information contained in restricted records.
- The reader shall respect the confidentiality of any documents or information not connected with their research but which may be seen in the course of it.

Any breach of these conditions by the reader will lead to access to restricted records being withdrawn.

3. For some collections, permission of the depositor is required for access. You will be advised when this is the case. We will normally forward your request for access to the depositor on your behalf, and advise you of the outcome of your request. You should be aware that there may be a delay of several weeks while your request is processed by the depositor.
4. Readers are reminded that once access has been granted, they are responsible for ensuring that the use they make of the data and information obtained, copied, transcribed or otherwise duplicated does not infringe any relevant legislation, including but not limited to the Data Protection Act, 2018, General Data Protection Regulation, Copyright, Designs and Patents Act, 1988 and its subsequent amendments.

Please note that completing this form does not confer the right to publish copies or extracts from records. If you wish to publish material from our collections, you should complete a "Request for Permission to Publish" form available from staff on request. Readers have a responsibility to ensure compliance with Copyright legislation in respect of information obtained from Warwickshire County Record Office.

I hereby acknowledge that I have read and understood and agree to abide by the conditions above.

Signed:

Date:

How your information may be used: To find out how we use your personal information please refer to our Request for Access to Personal Data Privacy Notice. The notice is displayed in our search room and can also be found here: <http://heritage.warwickshire.gov.uk/warwickshire-county-record-office/county-record-office-access-to-information/>