

**DATA PROTECTION ACT 2018: APPLICATION FOR ACCESS
TO CLOSED RECORDS HELD BY CUMBRIA ARCHIVE SERVICE
FOR ACADEMIC RESEARCH**

RESEARCHER DECLARATION

To be filled in by applicant. Please print in block capitals
This form must be accompanied by two references.

To: [name of Archive Centre]

Date:

I, [insert full name]
of (address)

am (delete as appropriate):

(a) a student studying the course and qualification of:

(b) employed as:

at (name and address of University /
College):

under the supervision of (name and address):

My proposed thesis / project is:

I request permission to consult the below named records* (please name the collection to which you require access, including Cumbria Archive Service reference numbers of all volumes and records and covering dates):

* Where this is not deemed by the archive staff to be physically damaging to the records.

I request permission to consult the records written above and agree to make use of any personal data contained therein in compliance with the Data Protection Act 2018. 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 life span of 100 years).

I understand that I shall become responsible for compliance with the Data Protection Act 2018 in relation to any processing by me of personal data obtained from the records written overleaf.

I understand that I only have access to these records for the purpose of research for the thesis described above. I agree to respect absolutely the confidentiality of any person named in the records. I agree not to make notes of names or other personal identifiers from the records. I shall not allow any other person to view the records.

I will provide a copy of my thesis/project to Cumbria Archive Service prior to publication/submission.

Signed:

Date:

Data Protection: This form will be kept by Cumbria Archive Service for data security purposes. Your information will be processed in accordance with the Data Protection Act 2018, will be treated as confidential, and data will only be used in the event of a breach of the agreement above.

Staff Use Only

FOR AUTHORISING BODY

I, [insert name]
of [insert organisation]

hereby grant permission to view the records overleaf to:

Expiration date of permission:

Signed:

Date: