

University of Westminster Archive

Regulations for Access

The following regulations are designed for the protection of the materials in the Archive.

Access is strictly by appointment.

In advance of your first visit, you will be asked to complete a registration form. This procedure includes signing an undertaking that you will abide by the regulations. On your first visit you will be asked to provide written evidence of identity, such as a passport or a driving licence, and on each visit please sign the register.

Readers may not eat or drink in the Archive reading room.

1. Archival items should be requested on the order forms provided, and will be handed to the researcher individually or in small groups. No items should be taken out of the reading room.
2. Only **pencils** may be used for making notes. Documents must not be marked. Laptops may be used, and sockets are available.
3. Read all bound volumes on the foam bookrests provided. Weights are available to hold the pages in place. Please do not hold down a page with your hand.
4. Please handle all items with care, and avoid touching the surface of photographs in albums. Photographs should not be removed from their clear envelopes. Slips of acid-free paper are available to help you follow a written text. Please do not place anything on top of papers or volumes, whether open or closed.
5. Do not remove or rearrange any loose papers within files or volumes, and take great care to keep loose papers in order.
6. Self-service photocopying is not allowed. Researchers are permitted to copy documents using their own digital cameras, subject to certain conditions, for personal research purposes only. Please see our Self service digital photography policy document for details.
7. Permission to publish must be requested separately. Researchers wishing to publish extracts from items in the Archive are reminded that the responsibility for checking the ownership of copyright and obtaining necessary permissions rests with them.
8. **Data Protection**
Personal data held by the University of Westminster Archive is subject to the General Data Protection Regulation 2018. Archive material held by the

University may contain personal data relating, in particular, to: former and current staff and students; donors; enquirers and researchers. Access to the information – and all personal data within the archive, or otherwise made available by the University of Westminster Archive (“Personal Data”) – is permitted subject to the following terms:

- The use of any Personal Data complies with the General Data Protection Regulation 2018.
- Personal Data contained in the Archive will be used only for the purposes of research.
- No Personal Data contained in the Archive (nor any research based on that Personal Data) will be used to support measures or decisions with respect to particular individuals, nor used in such a way that substantial damage or distress may be caused to any living person who is the subject of that Personal Data (assuming a life span of 100 years if unknown) (each a “Data Subject”).
- No Personal Data contained in the Archive will be transferred or disclosed to any other individual or organisation, nor will the results of any research be made available in a form which may identify any Data Subject, without the consent in writing of the relevant Data Subject or the University of Westminster Archive.
- No Data Subject will be directly contacted unless permitted to do so by the University of Westminster Archive. Any contact will be made via the University of Westminster Archive, at the University of Westminster Archive’s discretion.
- Any Personal Data obtained from the Archive will be kept secure, and will be securely disposed of when no longer required for research.

9. Any breach of the Access Regulations may result in access to archive material being immediately and permanently withdrawn; and the University of Westminster Archive shall be entitled to recover any loss suffered, or costs incurred by it, as a result of any such breach(es).