

**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 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 data protection legislation (UK General Data Protection Regulation and the Data Protection Act 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.

8.1. Under the data protection legislation, personal data relating to living persons may only be accessed by third parties for historical or statistical purposes on condition that:

8.1.1. The data is not processed to support measures or decisions with respect to particular individuals;

8.1.2. The data is not processed in such a way that substantial distress or damage is, or is likely to be, caused to any data subject.

8.2. Some collections contain information of a sensitive nature as defined under the data protection legislation. These records are normally closed for 100 years. In certain cases, we may allow access to restricted records provided that:

8.2.1. The information obtained from the records shall be used only for the purpose of historical or statistical research as described in Section 1 above;

8.2.2. The information obtained shall not be used in any way which might identify or lead to the identification of particular individuals;

8.2.3. The information obtained shall not be divulged to a third party;

8.2.4. The confidentiality of any information unconnected with the subject of the research, which may be seen in the course of using the records, shall not be breached.

The breach of any of these conditions will lead to access being withdrawn.

8.3. You are reminded that, once access is granted to records which are subject to the data protection legislation, you are responsible for ensuring that your use of the data and the information obtained, whether transcribed, abstracted, or copied in any way, does not infringe the data protection legislation, the Human Rights Act, the Copyright Designs and Patents Act 1988 and any subsequent amendments to relevant legislation.

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).