



Application for access to information in exempt records for research, statistical and historical purposes under Section 33 of the Data Protection Act 1998 This document is the property of the Market Bosworth Society, (Society).

Name of applicant

Address

Day-time telephone

Email

(If relevant) Name of university/college/sponsoring body (eg publisher or local history society). **Please enclose a supporting letter or other documentation from your tutor or sponsoring body.**

I request permission to consult the below named records. **Note: Each person wishing to consult records must complete a separate application form. Access to the records will *only* be given to the person named on the form.** Reference, description and dates of documents to be used:

I require access for the following purpose/s:



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statistical and historical purposes under Section 33 of the Data Protection Act
1998**

**RESEARCHER DECLARATION
(TO BE FILLED IN BY APPLICANT)**

I _____ of _____ request permission to consult the records written overleaf and agree to make use of any personal data contained therein in compliance with the Data Protection Act 1998.

I confirm that:

- The purpose of the processing is exclusively for research, statistics or historical purposes.
- My research will not be used to support measures or decisions with respect to particular individuals.
- My research will not cause or be likely to cause substantial damage or substantial distress to any person who is the subject of those data while they are alive or likely to be alive (assuming a life span of 100 years).
- I will not make the results of my research available in a form that identifies a data subject without the consent in writing of the data subject or the data controller.
- I agree that the staff of the Society, may, at any stage in my research, read any notes made from the exempt documents, or inspect any proposed publication based upon my research.
- Any profit made from the use of any item will be surrendered to the Society in full unless an agreement in writing exists between the borrower and the Society.
- Any income received by the Society shall be dealt with according to the wishes of the Donor as set out on the Donor form.

I understand that I shall become responsible for compliance with the Data Protection Act 1998 in relation to any processing by me of personal data obtained from the records written overleaf.

Signed: _____ Date: _____

Return to: Archivist, c/o 29 Warwick Lane, Market Bosworth, Leicestershire. CV13

Official Use

Authorised by:

Date:

Permission for copies: Yes/No



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Notes for the applicant

1. Society cannot guarantee that access to records will be given. Should your application for access be refused, you will be notified of this.
2. You will be provided with a copy of the authorised permission form, which must be brought to Society on each visit to view the exempt material.
3. You and any person attending with you will be required to sign in upon arrival.
4. If you wish research to be undertaken by a third party on your behalf, this person will also require a separate form granting them permission to view records. Together with a letter of instruction from you.
5. In order to view archive material, you will need to bring suitable forms of identification with you. These will be required on *every* visit to the archives. Suitable forms are:

One of the following:

Current Driving Licence or Passport

Or:

- One official document showing your name and current address in **printed** form, such as a current utility bill, bank or credit card statement, social security book *and*
- One official document showing your name and signature, such as a credit/debit card or passport.



Copy Request Form

I the Principle Applicant _____ request copies of the following documents:

Signed _____ Date _____

I agree to use the copies as agreed in the Researcher Declaration form. I understand that copies are at my expense and payment must be made before copies are released. It may take up to 7 working days for copies to be made available.

Authorised Permission Form.

- we agree to allow the Principal Applicant _____ to have access to the archive.
- we give permission for copies of any item held in the Society Archive to be taken (at the requestor's expense). Copies will be provided within 7 working days of a request.

Signed Date

Name [please print] _____ Position _____