

**Somerset Archives and Local Studies Service**

Somerset Heritage Centre, Brunel Way  
Norton Fitzwarren, Taunton, Somerset TA2 6SF

01823 278805



**DATA ACCESS REQUEST FORM**

**To be completed for access to information from all archives under restricted access, due to Data Protection Legislation, for statistical and historical research purposes**

<b>1. Your details</b>	
Full name:	
Address:	
Tel. no:	
Email address:	
I consent to my details being shared with relevant depositors <input type="checkbox"/> (please tick)	

<b>2. I request permission to consult the following documents currently under restricted access</b> (reference numbers only, continue on a separate sheet if necessary)		

**DECLARATION:** I agree to make use of any personal data contained therein in compliance with the Data Protection legislation. 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 will not make the results of my research available in a form that identifies any data subject without the consent in writing of the data subject and the Service and that I cannot photograph/photocopy the documents.

I understand that I shall become responsible for compliance with Data Protection legislation in relation to any processing by me of personal data obtained from the above records and undertake to dispose of this data in an appropriate manner when it is no longer required for my research. (Please see reverse for the Data Protection Principles).

Signed: ..... Date: .....

**DATA PROTECTION:** The information on this form will be held and used by the South West Heritage Trust in accordance with the provisions of Data Protection legislation, for the purposes of fulfilling legal obligations. See [www.swheritage.org.uk/privacy-policy](http://www.swheritage.org.uk/privacy-policy) for our full privacy notice.

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Company number: 09053532 Charity Number: 1158791 VAT Registration Number: 197221592

## Data Protection Principles

The eight Data Protection Principles (the Principles) form the basis of the Act and must be observed.

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
  - a. At least one of the conditions in Schedule 2 is met, and
  - b. In the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose of purposes for which they were processed.
4. Personal data shall be accurate and, where necessary kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The full act can be obtained from <http://www.legislation.gov.uk>