

**Application for access to information in exempt records for research,
statistical and historical purposes under Section 33 of the Data Protection Act
1998**

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:

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I require access for the following purpose/s:

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**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 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 a data subject without the consent in writing of the data subject or the data controller.
- I agree that the staff of West Yorkshire Archive Service may, at any stage in my research, read any notes made from the exempt documents, or inspect any proposed publication based upon my research.

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: Collections Coordinator, West Yorkshire Archive Service, West Yorkshire Joint Services, Neshaw Lane South, Leeds, LS27 0QP

Official Use

Authorised by:

Date:

Permission for copies: Yes/No

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Notes for the applicant

1. West Yorkshire Archive Service 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 West Yorkshire Archive Service on each visit to view the exempt material.
3. **Access to exempt material will *only* be given to the person and documents named on the form. Anyone you wish to bring with you when viewing material will need to apply for access on a separate permission form.**
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.
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:

County Archives Research Network (CARN) ticket
Current Driving Licence

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.