



## ARCHIVES COPY REQUEST FORM

Name: .....

.....

Address:.....

.....

.....

Telephone Number:.....

E-mail address: .....

Will you be using these copies for commercial purposes? YES / NO<sup>1</sup>

Item Reference(s)	Item/Copying details (including page numbers, etc.)	Price (£)

**Total: £**

I declare that:

1. I have not previously been supplied with a copy of the same material by you or any other archivist or librarian
2. I will not use the copy except for research or private study and will not supply a copy of it to any other person
3. to the best of my knowledge, the work has not been published before the document was deposited in Abertay University Archives and the copyright owner has not prohibited copying of the work
4. the copy will not be altered, transmitted or mounted on an inter or intranet, and that it will not be further copied
5. I have read the data protection notice overleaf.

Signature\*: .....

Date: .....

*\* This must be the personal signature of the person making the request. A stamped or typewritten signature, or the signature of an agent, is not acceptable. An agent who orders copies on behalf of a third party must obtain that person's signature to this declaration*

<sup>1</sup> Delete as appropriate

## Archives Copy Request Privacy Notice

Abertay University follows the Information Commissioner's guidelines to comply with data protection legislation, including the Data Protection Acts 1998 and 2018, and the General Data Protection Regulations in respect of the personal information we hold about you. We are committed to safeguarding your privacy and maintaining the security of your personal information. The purpose of this Privacy Notice is to explain to you what personal information we collect and how we may use it.

### What information are we collecting and why?

Abertay University Archives collects the information about you on this form in order to be able to comply with copyright legislation and maintain a record of any items that you have been provided with an image of.

### How will this information be used and shared?

We keep your name and address and note of records that have been digitised in order to have a record of those that have been provided with images from the archive records. It also enables us to trace these records and images in the event that there is any further question about making the images publicly available.

The Archives do not share your personal information with any other organisation or University business area.

### How long we will keep your information for

We will keep this information about you for 3 years from the date of your copy request to us.

### Your Rights

You've got legal rights about the way the University handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. You can see a copy of your rights in full in the University's [Individual Rights Policy](#)

If you wish to exercise any of your rights, or have any questions, comments or requests regarding your personal information, or you wish to make changes to it, or you are unhappy with how we handle your personal information you can contact the University's Data Protection Officer ("DPO"):

Data Protection Officer  
Academic Registry  
Abertay University  
Kydd Building  
Bell Street  
Dundee DD1 1HG  
Tel: 01382 308000 email: [dataprotectionofficer@abertay.ac.uk](mailto:dataprotectionofficer@abertay.ac.uk)

You will not have to pay a fee to exercise any of your rights. However, the University may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

You are also entitled to contact the Information Commissioner's Office (the "ICO") ([www.ico.org.uk](http://www.ico.org.uk)) about any concerns about the way the University has handled your personal data. The University would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.