

**ROYAL VOLUNTARY SERVICE HERITAGE COLLECTION READER REGISTRATION FORM AND COPYRIGHT DECLARATION FOR THE VIRTUAL READING ROOM**

The Virtual Reading Room provides access to documents at the Royal Voluntary Service Heritage Collection via video call. It is a live, interactive one-to-one session with a member of the Heritage Collection team, providing valuable context and potential to follow possible new evidence. At the end of this document there will be a list of all documents accessed during the duration of the session.

**Details**

Date…………………………………………………………………………………………………………………………………………………….

Forename(s)………………………………………………………………………………………………………………………………………..

Surname………………………………………………………………………………………………………………………………………………

Address……………………………………………………………………………………………………………………………………………….

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Reason for accessing the Heritage Collection………………………………………………………………………

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**Declaration**

I understand that much of the material in the Royal Voluntary Service Heritage Collection (RVSHC) is currently uncatalogued and that some personal data may be included in material I consult. I agree that I shall become responsible for compliance with the Data Protection Act 2018 in relation to any processing by me of personal data obtained from records held by the RVSHC. This includes, but is not limited to, publication of research. I undertake to dispose of this data in an appropriate manner when it is no longer required for my research.

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 distress to any person who is the subject of that 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 any form that identifies any living person without their consent in writing or the written consent of the data controller (Royal Voluntary Service).

I understand that Royal Voluntary Service will retain my registration information for the purposes of dealing with my enquiry and research and that it will be retained and processed in accordance with the Data Protection Act 2018.

**I will also accept and abide by the following conditions:**

Researchers must use the consulted heritage material for the purpose stated in the Reader Details section of this form. If the researcher wishes to use the material for any other purpose this should be agreed with Royal Voluntary Service prior to that use.

The granting of access to any material held in the collection is entirely at the discretion of Royal Voluntary Service. Material held in the collection will be made available in accordance with Royal Voluntary Service Heritage Collection’s Access Policy and current legislation.

Where material may be damaged by production (e.g. large volumes) and/or material contains information which may cause harm to Royal Voluntary Service and/or others, the Archivist reserves the right to refuse permission to view this material.

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4. in relation to published works, to the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.
5. I will not publish the copy, or communicate it to the public in any way, or reproduce any substantial part of the copy (subject to the fair dealing exemptions contained in the Copyright, Designs and Patents Act 1988), without gaining the prior written permission of the Royal Voluntary Service;.

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Signature ……………………………………………………………………........................... Date …………………………………

Documents Accessed:

*Please list here those documents you would like to consult. This list will be added to during you session (if additional material is consulted) and shown to you at the end of the session for approval.*