



Reader's Undertaking

(Mae'r ffurflen hon hefyd ar gael yn Gymraeg | This form is also available in Welsh)

Title: Last Name:

Forename: Institution / company etc:

Nature of research (*please circle*): book / article / thesis / dissertation / media / family / other (*please specify*)

Subject of research:

The above information may be included in annual readership data circulated by Ceredigion Archives. If you do **not** wish this information to be made public, please tick here

Conditions of access

1. In accordance with GDPR Article 89 and the Data Protection Act 2018 Part 2 Chapter 2 19 (1-3), personal data on living persons may only be accessed for research purposes on condition that:
 - (a) the data are not processed to support measures or decisions with respect to particular individuals
 - (b) the data are not processed in such a way that substantial damage or distress is, or is likely to be, caused to any data subject
2. Some collections contain information or material of a private and sensitive nature relating to individuals. Normally such material less than 100 years old will not be made available to readers, but the Archivist may in certain cases allow access to restricted records on condition that:
 - (a) the reader shall not use the information obtained from the records for any purpose other than the specific research described in their application for access.
 - (b) the reader shall not use the information obtained from the research in any way which might allow the identification of named individuals.
 - (c) the reader shall not divulge to a third party information contained in restricted records.
 - (d) the reader shall respect the confidentiality of any documents or information not connected with their research but which may be seen in the course of it.

Any breach of these conditions by the reader will lead to access to restricted records being withdrawn.

3. For some collections permission of the donor/depositor is required for access and it is the reader's responsibility to obtain this.

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How your personal information will be used

- Ceredigion Archives will keep your Reader's Undertaking indefinitely as a record that you have accepted our conditions of access to Archives and Manuscripts material;
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- We will not share your personal information with any third parties.

I hereby acknowledge that I have read and understood the conditions above, and have received a duplicate copy of this undertaking.

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