

Request to access records - General



Hull City Archives at the Hull History Centre

Request to access records containing sensitive personal information relating to individuals proven to be deceased

Details of person requesting the information

Full name: _____

Address: _____

Telephone number: _____

E-mail address: _____

I am enquiring about:

Name: _____

Date of birth: _____

Any names by which this person was previously known:

What information are you looking for relating to this individual? Please include
reference numbers of any collections you would like us to search. _____

We will charge our hourly rate for 1 hour's research which includes four A4
copies if relevant. Any further copies will be charged at the normal rate.

PTO to sign the declaration and to see how payment can be made

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DECLARATION: To be completed by all applicants. Please note that any attempt to mislead may result in prosecution

I.....certify that information given on this application form is correct and that the data subject is deceased.

- I enclose a copy death certificate/ the date of death for the data subject and I understand that it will be necessary for Hull History Centre to confirm that the data subject is deceased.
- I understand that only photocopies or transcriptions can be provided (no digital copies) If copies are provided I declare I will only use them for private study or research for a non-commercial purpose and I will not supply a copy of it to any other person.
- 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.

Signature:

Date:

Payment should ideally accompany your request and can be made:

- Online. Before you can pay online you must have received a reference number and a quote from us. The reference number will be in the format G23/01234 or U23/01234. Please choose The Hull History Centre from the All Shops box before adding the payment to your basket. The online payments page can be found at: <http://www.hullhistorycentre.org.uk/visit-us/fees-and-charges/online-payments.aspx>
- Cheque, made payable to *Hull Culture and Leisure Ltd.*
- Credit/debit card payments by phone 01482 317500, or in person at the History Centre.
- Overseas payment should be made in pounds sterling by International Money Order or by a cheque drawn on a British bank.

IMPORTANT - do not send credit card details by email

Please return the completed form and all relevant paperwork to Hull History Centre, Worship Street, Hull, HU2 8BG email: hullhistorycentre@hcandl.co.uk

Information given by you will be treated in confidence and in accordance with Data Protection Legislation. We will not disclose such information to any third parties.

The information may be held electronically and in paper format and could be used in the following ways:

1. To enable us to deal with your enquiry quickly and efficiently
2. Statistical analysis relating to the use of our research service.

Request to access records - General

Such statistical analysis will not identify you individually. This information will be kept for five years after the year of your request and then confidentially destroyed