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| STAFF USE ONLY. Our ref: |  |

Application for access to closed sensitive and confidential data under the Data Protection Act 2018

**To: The Special Collections Librarian, J.B. Priestley Library, University of Bradford.**

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| Name | UB/student number |
| Address |
| Organisation |
| Email/telephone |
| Subject of research  |
| Archives to which access is required |

1. I request permission to consult the archives listed above and agree to make use of any personal data contained therein in compliance with the Data Protection Act 2018.

2. 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 substantial distress to any person who is the subject of the data while he or she is alive or likely to be alive (assuming a life span of 100 years).

3. I shall not make the results of my research available in a form that identifies any data subject without the consent in writing of the data subject and the data controller.

4. I understand 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 the above archives.

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| Signature | Date |

The time taken to process your application will depend upon the quantity and type of archives to be examined by Special Collections staff. We will make a decision within two working weeks of receipt of this form or inform you if there will be delay after this time.

**STAFF USE ONLY**

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|  | Signature | Date |
| **APPROVED** |  |  |
| **DENIED** |  |  |

Special Collections
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