

**Wigan Archives Service**  
Leigh Town Hall, Leigh, Wigan, WN7 1DY  
Tel: 01942 404 430 email: [archives@wigan.gov.uk](mailto:archives@wigan.gov.uk)

## Request Form 1

### Request for Access to Restricted Records

#### Section 1

Name:.....  
Institution/Company:.....  
Address:.....  
.....  
.....  
Telephone Number:.....  
Purpose of Research:.....  
Subject of Research:.....

*Please note: Wigan Archives Service may make use of the information provided above for statistical or management purposes. If you **do not** want us to make this information public, please tick here*

#### Section 2

Details of the records to which access is requested. Please include reference numbers where possible. It will help us to process your enquiry if you can also tell us what you already know about this subject.

Please attach additional sheets if required.

#### **Conditions of Access**

1. Under the Data Protection Act, 1998 §.33 (1), personal data relating to living persons may only be accessed by third parties for historical or statistical purposes on condition that:

- The data is not processed to support measures or decisions with respect to particular individuals
- The data is not processed in such a way that substantial distress is, or is likely, to be caused to any data subject

2. Some collections of records contain information of a sensitive nature as defined under the Data Protection Act, 1998. These records are normally closed for

100 years. In certain cases, Wigan Archives Service may allow access to restricted records provided that:

- The information obtained from the records shall be used only for the purpose of historical or statistical research as described in Section 1 of the request form.
- The information obtained shall not be used in any way which might identify or lead to the identification of particular individuals.
- The information obtained shall not be divulged to a third party.
- The confidentiality of any information unconnected with the subject of the research, which may be seen in the course of using the records, shall not be breached.

The breach of any of these conditions will lead to access to the restricted items being withdrawn.

3. Information in records of people who are now dead may be exempt from disclosure if the records fall within the terms of the Data Protection Act (1998) or the Access to Health Records Act (1990).

4. Information in some records may also be exempt from disclosure under the sections of the Freedom of Information Act (2000).

5. For some collections, permission of the depositor is required for access. You will be advised when this is the case. Wigan Archives Service will normally forward your request for access to the depositor on your behalf, and advise you of the outcome of your request. You should be aware that this process may take a considerable time.

6. You are reminded that, once access is granted to records which are subject to the Data Protection Act, 1998, you are responsible for ensuring that your use of the data and the information obtained, whether transcribed, abstracted or copied in any way, does not infringe the Data Protection Act, 1998, the Human Rights Act, the Copyright, Designs and Patents Act, 1998 and any subsequent amendments to relevant legislation.

**Completing and signing this form does not confer the right to publish copies or extracts from records to which access has been granted. If you wish to publish material held by Wigan Archives Service, you should contact the Archivist and submit your request in writing to the Archives Service.**

*I hereby acknowledge that I have read and understood and agree to abide by the conditions above and have received a duplicate copy of this undertaking.*

Signed: .....Date:.....

**Data Protection Act (1998). This form will be stored in hard copy form indefinitely for legal purposes. Your details may be passed to the owners of restricted documents but will not be passed to other parties without your consent.**

**For Office Use: Permission has been granted for access to the records described above for the research stated.**

**Signed: .....Date:.....**