

Archive Access Policy

Overview

Blundell's School (the "School") collects, preserves and promotes Archive records of historical significance relating to all aspects of the School and make them accessible to as many people as possible, including Old Blundellian's, academics and members of the public among others.

The purpose of this Policy is to:

- specify the conditions of access to and make individuals aware of the nature of the Archives;
- ensure the security, preservation and continued availability of the Archives; **and**
- ensure compliance with UK GDPR and the Data Protection Act 2018 (the "**Data Protection Legislation**") where applicable.

This Policy should be read in conjunction with the School's Archive Collection Policy, Terms of Deposit Policy and Archive Disposal Policy.

Searchroom access

In person visits to the Archive should be made by appointment only. The Archivist can be contacted in the first instance via archive@blundells.org to arrange a visit.

The School aims to help people get the best from their visit. An important element in achieving this is the provision of guidance to visitors. This guidance will, within the availability of resources, be provided free of charge. The School will also provide access to documents and surrogates free of charge, though donations will be gratefully received.

Visitors will be required to provide proof of identity, to register in reception and be accompanied by the Archivist throughout their visit onsite.

Document copying services will be provided by the School subject to copyright legislation. In all cases, the preservation needs of the documents will determine the appropriate way in which copies can be taken. Please refer to our **Copyright Policy** for further information.

Remote access

Where possible, the School will provide information on the Archives it holds by telephone, post and other electronic media.

Enquiries which require the extraction of information from the collection will be provided for free, although there may be a reproduction fee applied in some circumstances (see **Copyright Policy**).

Learning and educational activities

The archives have enormous potential to support learning for young people. The School recognises the importance of this and aims to realise it in a number of ways by providing:

- Archive activities and events aimed at all Key Stages
- Displays and exhibitions in the School
- Volunteering opportunities (e.g. as part of the Duke of Edinburgh Award)

Limitations on access

1. All external requests for access to the archives will be considered, but admission is ultimately at the discretion of the Archivist. Visits are by appointment only.
2. Access to some Archive material may be subject to conditions. Please contact the Archivist for further information.
3. Archive staff will try to respond to brief research queries, where possible, but they are unable to undertake detailed research on behalf of enquirers.
4. In order to ensure the security of records, no access to the records storage areas will be permitted.
5. Access needs to be provided in a sustainable way to ensure the collection is available for future generations. Therefore, the needs of access must be balanced against the needs of preservation. Those records deemed to be too fragile or damaged to be handled will not be accessible. Wherever possible a copy will be made available.
6. It may be necessary periodically to withdraw material from public use for purposes such as conservation or display reasons.
7. Some Records are subject to confidentiality restrictions with closure periods imposed on them by the Archivist.
8. All requests for personal data relating to living individuals will be processed in accordance with the School's data protection obligations. Limited access for anonymous, statistical research or bona fide academic research relating to the School's history or deceased individuals may be provided within the periods specified above on written application at the Archivist's discretion in consultation with the **Board of Governors**.
9. The School operates within a legislative framework which includes the relevant Data Protection Legislation. This will apply to some of the records and archives it holds. Records and archives which contain personal or particularly sensitive information relating to an identifiable living individual must be protected. Therefore, records and archives which contain such data are closed. Only the individual to whom this data relates may access these records. Those records deemed to be sensitive or of a confidential nature may have restricted access.

Catherine Flavelle

Archivist

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