

Terms of Deposit Policy

Overview

Blundell's School's (the "**School**") Archive accepts Records, in accordance with its Archive Collection Policy, into its custody by gift where ownership passes to the School and/or on deposit for an indefinite period, where ownership of deposited records remains with the Depositor.

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

Definitions

Archives are those records which the School sets aside for permanent preservation. Such archives are to be distinguished from other records that schools might need to retain long term, but for an operative rather than archiving purpose, e.g. for legal claims or regulatory/audit purposes. The School can keep archives of this kind permanently so long as they do so in accordance with Data Protection Legislation, including appropriate privacy safeguards.

Depositors are persons/organisations or their heirs in law or their successors in title or offices who are the owners of the records and who place them in the custody of the School.

Data Protection Legislation means the Data Protection Act 2018, the UK's General Data Protection Regulation (UK GDPR) and all other applicable laws and regulations relating to the processing of personal data, sensitive personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner (as amended or re-enacted from time to time).

Records are documents of any date created or accumulated by organisations or individuals during the conduct of their affairs. They may include manuscripts, printed, typescript and

computer-generated text, musical and other notation, maps, engravings, plans, drawings and photographs, and documents in digital formats.

Deposit

1. The Depositor is deemed to be entitled to deposit the records as the owner of the material. It is the responsibility of the Depositor to inform their intended executors or other family members that they have deposited records and materials with the School's Archive.
2. The terms of this Policy shall apply to all Records deposited in the Archive and the Depositor is deemed to agree to these terms when leaving Records on deposit with the Archive. Any variation of these terms must be agreed with the Archivist at the time of deposit and any such variations will be recorded in writing.
3. The School reserves the right to either return to the Depositor any records which the Archivist considers to be of no historical or administrative value, to destroy them with the consent of the Depositor (if required), or to sell them to raise revenues for the Archive or other School Development Projects. Please refer to the **Archive Disposal Policy** for further details.
4. Where the Depositor is aware of personal data within the Records, they must notify the Archivist at the point of deposit.
5. The School shall keep and maintain the name and address of the Depositor, [**both in hardcopy and by electronic database**], for the purpose of archiving in the public interest, and to demonstrate the provenance of the collections.
6. Any change of name, address, email address or telephone number of the Depositor, or any change of ownership, must be notified to the Archivist. The School will not accept responsibility for any consequences which may arise from the failure to notify such changes by the Depositor.
7. It shall be the responsibility of the Depositor to ensure that there will be no breach of any copyright in providing the deposited Records to the School.
8. The Depositor will allow:
 - a. any records deposited to be made available to independent researchers subject to statutory access restrictions or access restrictions agreed by the School Governors and Principal.

- b. records to be marked with a reference code, for security and identification.
- c. the conservation of the records, in accordance with the programmes which are set by the School.
- d. records to be made available in the form of copies, made by any suitable method, such copies becoming the property of the School.
- e. brief extracts of records to be published as transcripts or in facsimile form.
- f. the School to publicise its services and promote its collections by reproducing records it holds in any medium, publishing finding aids in any available medium and/or making them available in other locations outside the School.
- g. the migration of data in electronic records to other formats.

Gifts and Bequests

Records may be given or bequeathed to the School and in such cases the Records shall become the absolute property of the School to be preserved in the archives, subject to the School accepting any condition of receiving such gift or bequest, which will be recorded in writing.

Storage, Conservation and Preservation

1. The School will store the Records in secure and (where possible) appropriate environmental conditions and will take all reasonable precautions to preserve the Archives from damage, loss or theft, but shall not otherwise be liable to the Depositor for any damage to or loss or theft of any Archives arising from events beyond the control of the School during the deposit period.
2. The Archives will be arranged and listed in accordance with the School's current practice; preparation of lists, indexes and other finding aids will be undertaken in accordance with programmes set by the School.

Access

1. The Records will be made available to the public for research, free of charge, under supervision by appointment only in the Archives Office searchroom during school opening hours in term time in accordance with the School's policies, or through enquiries to the Archivist.

2. All users of the archive will be made aware, where appropriate, of the requirement to comply with Data Protection Legislation and will be personally liable for any infringement.
3. Records which are too fragile or otherwise at risk of damage from handling will not be made available for use by the public.
4. Copies of individual Archives will only be supplied to independent researchers in a manner that maintains the safety of the Archives and in compliance with current copyright law. Please refer to the Access Policy and Copyright Policy for further information.
5. Records will only be loaned temporarily to another institution for purpose of display with the Depositor's consent and provided the facilities conform to PD5454:2012.
6. Requests for the production of deposited records for declared use in legal proceedings will not be granted without the consent of the depositor, except where a court order is issued.

Catherine Flavelle

Archivist

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