



Archives Personal Information 3rd Party Disclosure Form

Section 1: Data Requester or Recipient Organisation	
<u>Contact Name</u>	
<u>Address</u>	
<u>Contact Telephone</u>	
<u>Contact Email</u>	

Section 2: Data Requested or otherwise disclosed	
<u>Data being requested</u> (e.g. information on a named person, record of a former student, names of people in a class etc)	
<u>Purpose data required for</u> (what you will be using the information for, e.g. family history research, re-union, academic research (please give details, inc. how it will be shared))	

Section 3: Declaration

- I certify that the information I have provided on this form to Abertay University is true to the best of my knowledge. I understand that Abertay University requires proof of my identity. I also understand that Abertay University may require me to provide additional details in order to locate the information I am seeking.
- I undertake to comply with the terms of the Data Protection Act, 2018 with reference to the processing of data having regard to living individuals.
- I undertake that the information provided will be used for the purpose stated on this form and for no other purpose.
- I agree not to reveal any sensitive information relating to individuals which could identify them or otherwise cause them any harm.

Signed _____

Date _____

Abertay University will process the personal information provided in this form to efficiently, administer this request for information in accordance with our duties under data protection law, and it will be retained for three years regardless of whether we decide to disclose information or not, as part of our records of data protection compliance. This information will not be shared with any third parties unless we are required to do so by law. For your rights in relation to your information, and the contact details of our Data Protection Officer please see our data protection section on <https://www.abertay.ac.uk/legal/>

Section 4: Decision and Authorisation (to be completed by Archives Staff)		
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Relevant Exemptions (e.g. historical research, prevention of crime etc)		
Legal Basis where no relevant exemption exists		
Details of Identification / academic reference provided		
Details of Data Subject permission / proof of death provided		
Will information be provided as per above request (please indicate)?	YES	NO
Record basis for decision here		
Name of Authoriser		
Job Title		

Description of information shared (Title / Ref No / Dates)		
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Description of information shared (Title / Ref No / Dates)		
Method by which information was shared		
Date information was shared		