**The Royal Mail Archive**

User Card Application

**Contact details:** (Please note: only the fields marked **\*** are mandatory and must be completed.)

|  |  |
| --- | --- |
| **Title (e.g. Ms, Mrs, Mr, Mx, Dr etc) and Name** | |
| Title |  |
| Name\* |  |
| **Do you represent a society, group or institution?** | |
| Organisation |  |
| Position held |  |
| **Contact details (Please provide full address including country and postcode)** | |
| Address\* |  |
| Email |  |
| Telephone |  |

I have read and agree to abide by the Archive regulations.

## Date\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How we will use your information**

The information you provide on this form will be used to ensure the security of our collections and to assist us with providing anonymised statistics about our customers. It will be kept securely for the current year plus 20 years and will not be shared outside The Postal Museum in any way which could identify an individual, except where legally required to do so. Please see our Privacy Policy on our website for further details about our processing and your rights, or contact: Data Protection Coordinator, The Postal Museum, 15 – 20 Phoenix Place, London, WC1X 0DA.

## Staff use only:

|  |  |
| --- | --- |
| Type of ID | User card number |
| Entered onto CALM (please tick) | Staff signature |

**The Royal Mail Archive**

**Archive Regulations**

* Please be considerate of our staff and other users when in the Archive.
* Please keep noise to an absolute minimum to avoid disturbing other researchers. Mobile phones must be switched off.
* Please follow the guidance of our staff in all archive matters. In particular:
  + Please handle all records with utmost care.
  + Please do not add or remove anything from any record. Records should be kept in their original order.
* Please leave your bag and coat in a locker at the entrance to the Archive.
* Please use a pencil or personal computer when taking notes.
* Self-service copying is allowed from microfilm or microfiche. There is a charge for this service. Visitors must complete a ‘Request for Copying Services’ form.
* We allow photography of records. For the safety of the records, we do not allow flash photography, tripods or portable scanners. Please ensure you comply with copyright legislation (see the notices in the Archive for more details).
* Alternatively, staff may be able to carry out a small amount of copying on the day. Larger copying orders can be arranged and a timescale agreed for delivery. There is a charge for our copying services. Please ask Archive staff for details.
* Last orders for documents must be handed to staff by 15:00.
* Documents must be returned to staff by 16:30.
* Please do not smoke anywhere on The Postal Museum premises.
* Please do not eat or drink anywhere in the Archive.
* Closed circuit television is in operation.
* Please ensure that your use (and any use permitted by you or on your behalf) of any Personal Data complies with the Data Protection Act 1998 (including not using any Personal Data contained in the Archive to support measures or decisions in such a way that substantial damage or distress may be caused to any living Data Subject assuming a life span of 100 years, not directly contacting any Data Subject unless permitted to do by The Postal Museum, ensuring that any Personal Data obtained by you is kept secure, and that it is securely disposed of when no longer required).