

**Garden Museum Collection and Archive of Garden Design
Foyle Study Room Registration Form**

Surname:.....First name:..... Title:.....

Address:.....

City/Town:.....Postcode:.....

Tel. no:.....email:.....

Subject of research:.....

I agree to abide by the **Rules of the Foyle Study Room** (*please read overleaf*).

I, the above, request permission to consult the Archive of Garden Design and agree to make use of any personal data contained therein in compliance with the **General Data Protection Regulation (GDPR) and the Data Protection Act 2018**. My research will not be used to support measures or decisions with respect to particular individuals and will not cause or be likely to cause substantial damage or substantial distress to any person who is the subject of those data while he or she is alive or likely to be alive (assuming a life span of 100 years).

I will not make the results of my research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller. I will not photograph documents containing personal data.

I understand that I shall become responsible for compliance with the **General Data Protection Regulation (GDPR) and the Data Protection Act 2018** in relation to any processing by me of personal data obtained from the above records and undertake to dispose of this data in an appropriate manner when it is no longer required for my research.

Should I wish to reproduce or publish extracts from the Garden Museum collection or Archive of Garden Design I will contact you to obtain written permission and/or details of other copyright holders.

Signature:.....Date:.....

Please see the website for the Garden Museum's Privacy Statement.

Rules of the Foyle Study Room

Please ensure you read the below Rules to the Foyle Study Room which are designed to ensure the safety and security of the collections.

1. Researchers must leave all bags behind the front desk at reception
2. Researchers may only use pencils to write with when viewing collections
3. Laptops and other small electronic devices are permitted for notetaking/research
4. Food and drink is not permitted in the Study Room
5. Researchers must not bring in to the Study Room anything which may cause damage to the collections, or at any point attempt to remove material from the Study Room
6. Researchers must use the weights and rests provided should the material being consulted need support or securing. Researchers must not bend, fold, mark or in anyway cause damage to the collections. Staff will be on hand to assist and provide explanation on the handling of any material
7. Photography using cameras and devices without flash is only permitted with the permission of the Archivist and upon agreement to meet the conditions and fees and charges, as set out on the Self-Service Photography Form and Reproduction Form
8. No filming is permitted in the Study Room without the express permission of the Press and Marketing Officer
9. Researchers must be respectful of others in the Study Room, keeping noise to a minimum and keeping their mobile phones on silent. Any calls must be taken outside the museum
10. Researchers must follow the directions of staff should a fire alarm sound or if an evacuation of the museum is undertaken
11. The Study Room will close for lunch for an hour

