

## Archives Registration Form

### 1. User registration data

SURNAME, FAMILY OR LAST NAME	FIRST NAME
CITY	COUNTRY
INSTITUTION (university, school, company, National Society etc.)	
EMAIL ADDRESS:	
RESEARCH SUBJECT	

### 2. Rules for use of IFRC Archives

- Consult only one file at the time. Put the file back in its original place in the box before consulting another file.
- All documents must be handled carefully.
- Keep all documents in their original order.
- No documents may be removed from the archives.
- When handling photographic documents, please wear the gloves provided by the archivists.
- The use of digital cameras to photograph documents is allowed without flash. The use of scanners is not allowed.
- Food and beverages, including water, are not allowed.

### 3. Respecting Privacy and Protection of Personal Data

#### Privacy

While reviewing materials in the IFRC Archives, you may find personal/private data. This may include, for example, copies of identification, deployment or employment related documents (possibly containing names, precise addresses/locations, phone numbers or other personally identifiable elements). You are not permitted to copy or use any these materials without specific authorization (as further outlined in Sections 3.1 to 3.3 below). Please respect the privacy of individuals concerned and kindly report materials containing such personal/private data to the Library and Archives staff.

#### Personal Data Protection

Personal data is hereby understood as any information that may lead to the identification of a living (identified or identifiable) natural person. Absent information to the contrary, a life span of 100 (one hundred) years shall be assumed for a data subject.

Processing is hereby understood as any operation which is performed on personal data, including but not limited to the collection, recording, storage, adaption or alteration, retrieval, use, transfer, dissemination, correction, or destruction.

- 3.1 Any personal data submitted by the User to the IFRC will be protected in compliance with the IFRC Policy on the Protection of Personal Data, being processed and stored strictly as necessary for the purpose of ensuring compliance and liability with the terms of the present Registration Form, as well as additional terms and agreements signed in relation to the User's research.
- 3.2 The collection, recording and/or use of names and job titles of employees or officials of the IFRC or of other agencies and companies eventually contained within the archived documents may be permitted strictly for the purposes of the User's research, which shall pursue a fair and legitimate interest.
- 3.3 Any further processing of personal data eventually contained within the archived documents may only be permitted with the written consent from the data subject and/or from the IFRC and must comply with the IFRC Policy on the Protection of Personal Data in regard to Personal Data Transfers.

#### 4. Copyright and publication

Subject to the terms in Section 3 above, Users may make photographic copies of documents for personal study or academic research purposes only. Any other uses may require the user to obtain the permission of the copyright owner. The user is solely responsible for determining the copyright status of material. Liability that may arise in the use of a copy is assumed in full by the user.

Users must sign a licence agreement with the IFRC before reproducing archival material in a publication, film or video, including digital publication.

**I have read the regulations provided on this form and agree to abide by them:**

Date:	User Signature:
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**Please be aware that a copy of this form along with information on the files requested and the relevant dates and times you accessed the Archive will be kept by the IFRC Library and Archives.**