

Warwickshire County Record Office
Research Service
Application for Search

Please complete in block capitals and return to: -
Warwickshire County Record Office, Priory Park Cape Road, Warwick CV34 4JS

Name:

Address:
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I enclose a cheque/banker's draft made out to Warwickshire County Council for £25.00 for an initial hour's research of the records listed below. If you wish to pay by credit/debit card please contact before sending your request as we do not accept all cards.

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Before signing this form please read the declaration on the reverse.

I the undersigned have read and understood the declaration relating to copyright and data protection legislation.

Signed

Dated

I understand that any photocopies supplied with this research are subject to current legislation:

Copyright

1. I declare that: -
 - a) I have not previously been supplied with a copy of the same material by you or any other librarian or archivist.
 - b) I will not use the copy except for research, for a non commercial purpose or private study and I will not supply a copy of it to any other person.
[**Note:** no photocopies of Ordnance Survey maps less than 50 years old may be made for professional or business use, or for purposes of planning applications]
 - c) [Document]: To the best of my knowledge the work has not been published before it was deposited in your archive and the copyright owner has not prohibited copying of the work; and
 - d) [Published works]: To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.
2. I understand that if the declaration is false in a material particular the copy supplied to me by you will be an infringed copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

Any further reproduction or commercial use of photocopies can only be made following written consultation with the Head of Archive Service.

Data Protection

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 these data while he or she is alive or likely to be alive (assuming a life span of 100 years)

I shall 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 understand that I shall become responsible for compliance with the Data Protection Act 1998 in relation to any processing by me of personal data obtained from the above records.

It is the responsibility of Warwickshire County Council to act as data controller of the information supplied on this form according to principles laid out in the Data Protection Act 1998. This information is required for own business purposes and will not be disclosed to other parties. It provides Record Office staff with contact details and a record of work undertaken as part of the research service.