

Seaton Delaval Hall Research Room Information Sheet

What is the Research Room?

The Research Room is the central hub for the research community at Seaton Delaval Hall. This community consist of the staff, the volunteers and anyone who is interested in the hall and its surrounding area. The room itself stores and makes accessible all the research material created and collected by the research community.

What happens with my item?

Your item will be stored either on the shelves of the Research Room or, if it is a digital file, on the Research Room SharePoint. Your item will be indexed and people who visit the Research Room will be able to access your item. However, unlike our collection we are unable to protect the items in our Research Room to the same extent. This is due to our limited resources as a charity. Items in the Research Room are therefore not fully protected by the National Trust from damage and may be disposed of if necessary. We therefore understand you may not want to give us your original item but are more comfortable donating a copy or a digital scan.

What happens with copyright?

If you yourself made the item you want to donate, you own the copyright. This means if anyone, including the National Trust wants to use your item, in an exhibition, a piece of writing or the Research Room, they will need to get your permission first. In order for the public to fully benefit from your item and to avoid you constantly being asked whether your item can be used, we highly recommend you grant the National Trust a certain level of copyright permissions. This is arranged through a copyright agreement, which offers two options:

- *Option one - copyright license:* Where you stay the legal owner of the item's copyright, but you grant the National Trust permission to use your item in certain contexts and you will always be credited. You can pick which contexts



you are willing to grant permission for, ranging between use on social media to exhibitions.

- *Option two - assignment of rights to the National Trust:* Where you assign all copyright of the item to the National Trust. You will still be credited for the item and still be able to use it yourself within non-commercial contexts, however you will not be allowed to use it for commercial gain.

What happens to my personal data?

Any personal data we collect during the process of acquisition will be held securely and will not be used for any other purpose other than contacting you about your donation and/or copyright permissions; we will never use it for marketing communications that you haven't agreed to receive. Your contact details are stored on a secure place until we no longer require them and they will be securely destroyed. At any time you can change your mind about whether you agree to us keeping your contact details, please email seatondelavalhall@nationaltrust.org.uk, or contact us on 0191 237 9100. The personal data in this donation form will be securely destroyed.

What if I have any other questions?

If you have any questions about the Research Room or the acquisition process please contact us by emailing seatondelavalhall@nationaltrust.org.uk, or calling us on 0191 237 9100

"We" and "Us" means the National Trust, charity number 205846, and National Trust (Enterprises) Limited