



# Seaton Delaval Hall Research Room Research Agreement

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The purpose of this Research Agreement is so that you, the researcher, understand the terms of the Seaton Delaval Hall Research Room. The majority of the material in the Research Room has been collected or created by the Seaton Delaval Hall research community, which in many cases is completely voluntary. We therefore ask visitors of the Research Room to respect the research done by this community, by reading the following information.

## **Data Protection**

Where material potentially contains personal information about living individuals, this material will be restricted under the terms of the United Kingdom's Data Protection Act 2018. However, there are exemptions for research, statistics, and archiving (you can find more information on this exemption in Schedule 2 Part 6 of the United Kingdom's Data Protection Act 2018.) This means researchers, like yourself, are allowed to read the entire document, including any personal data, but are not allowed to publish, or disclose publicly in any way, the personal data portion of the document. If you do collect any personal data, you are responsible for the secure storage of the data, and its disposal once no longer needed. All your resulting outputs of the research cannot be made available in a form which identifies the data subject. The Data Protection Act only covers living individuals; however, if you do not know whether an individual is still living you should presume they are (with a presumed lifespan of 100).

## **Copyright**

Copyright is mainly based on the Copyright, Designs and Patents Act 1988 and subsequent revisions including the Copyright and Related Rights Regulations 2003, Copyright Rights in Performances Regulations 2014, previous Copyright Acts (1911 and 1956), Directives, Treaties, Conventions and Case Law. Copyright protects: Literary works, Dramatic Works, Musical Works, Artistic Works, Broadcasts, Sound Recordings, Films and Typographic Works.

There will be certain items where the National Trust does not own the copyright, and therefore will not be able to grant you a copyright license to published certain material. In these cases, the copyright owner will have granted the National Trust certain copyright licenses, but this does not extend to any visitors of the Research Room. If you wish to obtain a license or pay a fee, we ask you to contact a staff member at the hall and they will assist you in contacting the copyright holder.

### **Moral Rights**

In all cases, unless the original creator specifies, you must honour the original creator's moral rights over their work. This means you must name the creator whenever you reference their work, and the creator also has the right object to someone wrongly named the creator of their work and any derogatory treatment of the work.

### **To be completed by the researcher**

**Researcher Name:** .....

**Occupation:** .....

**Organisation (if applicable):** .....

**Researcher Home Address:** .....

.....

**Researcher Email:** .....

- I agree to process any personal data in compliance with the Data Protection Act 2018.
- 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.

- I will follow copyright law and ask for copyright licenses where required
- I will honour the moral rights of all original creator, whose work I reference or use

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

**Data Protection**

**How we use your personal data.**

The personal data you give us in this research agreement will be held securely and will not be used for any other purpose, other than to contact you about any issues surrounding your research; we will never use it for marketing communications that you haven't agreed to receive.

**How we protect your personal data and how long will we keep it?**

Your contact details are stored on a secure place. **Until 5 years** after you completed your research and then your details will be securely destroyed.

**If you no longer want us to hold your contact details for donation.**

At any time you can change your mind about whether you agree to us keeping your contact details, please email [seatondelavalhall@nationaltrust.org.uk](mailto:seatondelavalhall@nationaltrust.org.uk), or contact us on 0191 237 9100. The personal data in this Donation Application Form will be securely destroyed.

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