Registration/Visitor No.: _____

Registration Form

PRONI

Please complete in BLOCK CAPITALS

Forename(s) _____ Surname_____

*Country_____   Post Code (NI only) _____

*Gender: Male/Female/other (delete as appropriate)   *Date of Birth: DD / MM / YYYY

Declaration

I confirm that the information I have given to PRONI for registration purposes is correct. Should any of these details change, I shall inform PRONI in writing so an accurate record may be maintained.

I undertake to adhere to the rules, as laid out in the Statutory Rule *Public Use of the Records (Management and Fees) Rules (Northern Ireland) 2016*, and associated PRONI Code of Conduct.

I shall display my Visitor Pass within the Search Room and Reading Room, and produce it for inspection as required.

I shall bring only those items permitted in the PRONI Code of Conduct into the Search Room and Reading Room.

I note that I am responsible for the security and safe handling of any record whilst issued to me. Before original records are issued to me:

- I will obey any document handling instruction(s) as directed by the Deputy Keeper;

- I will sign such copying and copyright declaration as the Deputy Keeper may require.

Any personal details you supply will be processed in accordance with the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. Further information can be found on PRONI's Privacy Notice

Original records must not be removed from the reading room. Records, microfilms and reference material must not be removed from the search room.

I note that removing, stealing or defacing records, or any breach of the Statutory Rule or PRONI Code of Conduct, shall result in suspension of my Visitor Pass and may also lead to criminal or civil proceedings.

*Signed: _____   *Date: _____

Denotes Mandatory Field
    Please Turn Over

Application to Consult Personal Data at the Public Record Office of Northern Ireland (PRONI)

I hereby request to consult records held by the Public Record Office of Northern Ireland held under Article 89 (1) of General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

I am aware that these records may contain personal data relating to individuals and I agree to abide by all the statutory obligations laid out in the Data Protection Act 2018 and GDPR.

In requesting access to records, I also agree to adhere to the following conditions:

I confirm that the reason for access is for research purposes only, namely scientific or historical research purposes, or statistical purposes

I agree not to use the data in such a way that substantial damage or distress is, or is likely to be caused to any living individual

I agree not to make the results of my research or any resulting statistics available in a form which identifies a data subject.

As a researcher I am responsible for any personal data concerning living individuals that I may collate in the form of note taking or copies of records which I may obtain. In holding this information I am responsible for my compliance with the Data Protection Act 2018 and GDPR to ensure that all personal data which I have gained is used only for the purposes already stipulated.

I agree that failure to abide by these terms may lead to the withdrawal of my visitor's pass.

If I use the personal data which I have accessed at PRONI for any purposes other than scientific or historical research such as in the use of publications of journalistic, literary or artistic material or I process this personal data to support measures about the subject of the data without their consent I may be guilty of an offence under s166(1) of the Data Protection Act 2018 and could be prosecuted.

For the purposes of consulting records which contain personal data relating to individuals, such as School records, I agree to the conditions stated above.

*Name: _____   *Signature:
*Registration/Visitor Number: _____   *Date:

Would you like to be kept informed about PRONI news and events?

Join our Email Distribution List:

Your name:

_____

Your email address:

_____

(Please print clearly)

Information collected is used in accordance with the EU General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and will not be disclosed to third parties nor used for any other purpose than to keep you informed of PRONI events.

Signing up is free, and you can unsubscribe at any time by contacting PRONI.