



## **Use of information provided for your application for Archive Service Accreditation**

Any information you provide as part of your application for Archive Service Accreditation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004).

If you do want any information you provide to us as part of your application to be treated as confidential then we would be grateful if you could contact us ([accreditation@nationalarchives.gsi.gov.uk](mailto:accreditation@nationalarchives.gsi.gov.uk)) before you submit your application for Archive Service Accreditation. Under the Freedom of Information Act, there is a statutory Code of Practice with which public authorities must comply and which deals, among other things, with obligations of confidence. It would be helpful therefore if you could explain to us why you wish for the information you have provided to be treated as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, itself, be regarded as binding on The National Archives.

The National Archives will process your personal data in accordance with the Data Protection Act and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.

Data Information provided during the online application process, is held by Fluidware, our software provider and subject to their security and privacy provisions: <http://myreviewroom.com/unmatched-security-and-privacy/>, which have been reviewed and agreed as acceptable by The National Archives' data security team. Fluidware's data centres are located in Canada. Canada is approved by the European Union as a recipient of exported data where the contractor is subject to the Personal Information Protection and Electronic Documents Act, as is the case with Fluidware.

During the assessment process, application information is shared with assessors and in some cases peer reviewers. Both assessors and peer reviewers are given training and required to observe confidentiality in their use, retention and disposal of application information. Application information from Scotland, Wales and Northern Ireland will also be held by the home nations assessor body or bodies, for

assessment and archive sector support purposes. This information will be subject to the assessor body's access to information regimes, retention and disposal processes. Any correspondence on information you wish to be treated as confidential should therefore be copied to your home nations assessor body/ies

Data is transferred periodically from the online system to secure storage within The National Archives' Electronic Records Management System. General system backups will be created regularly, and deleted after a period of time. Submitted applications and assessments will be held long term and will be subject to a full retention and appraisal schedule.