

Notes on Use of Information Provided to the Fundraising for Archives Programme

Any information you provide as part of your application, 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 the information you provide to be treated as confidential then we would be grateful if you could contact us at FundraisingforArchives@nationalarchives.gsi.gov.uk before you submit your application for Fundraising for Archives. 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. In view of this, it would be helpful if you could explain to us why you regard the information you have provided 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.

During the application assessment process, the information included in the application is shared with assessors. The assessors are employees of The National Archives, and are given training and required to observe confidentiality in their use, retention and disposal of application information.

Data is held in 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.