



# TIPPERARY COUNTY ARCHIVES

## ACCESS POLICY

- I. The access policy of Tipperary County Archives is to make its collections as accessible to *bona fide* users as possible, consistent with material preservation and practical limitations. This archival access is, though, balanced with protecting the rights of individuals and confidentiality of organisations, and with conserving the archives themselves. Access is enabled in line with current laws and regulations, and the best archival practices.
- II. Tipperary County Archives service implements the thirty-year rule in accordance with section 80 of the Local Government Act, 2001. This means that all archival material under thirty years old are closed to the public barring certain exceptions.
- III. All records with personal data as defined in the *Data Protection Acts 1988-2018* and ‘special categories’ of personal data as defined in the *General Data Protection Regulation (EU 2016/679)*, are subject to closure periods of up to 100 years. These closure periods apply where individuals are named or where the information given would allow recognition of their identity or circumstances. Any access granted to sensitive records are subject to specific and strict limitations.
- IV. Restricted access applies to records relating to local authority functions (past and present) and private archives containing special category data. These categories are health and public assistance, housing, human resources, national school registers and roll books and some business archives. There are archives containing personal data which are not within special categories such as electoral registers. In such cases, access will be permitted under the thirty year-rule.



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- V. In the case of sensitive or personal records, access will be permitted, on completion of an application form, proof of identity and verified letters stating their reasons for wishing to access sensitive records, to defined categories of registered readers. These readers can be a person who is referred to in the archives, a person acting on behalf of someone who is incapacitated mentioned in the archives, the nominated next-of-kin of a person mentioned in the archives, a professional working on behalf of a client, a researcher engaged in bona fide research or an individual wishing to uncover their family history and can prove their familial relation.
- VI. Tipperary County Archives reserves the right to verify the information given by potential readers and reserves the right to withhold access from a reader.
- VII. Readers must not identify individuals, but to anonymise such information. The method of anonymisation should be discussed with the archivist.
- VIII. Readers must not contact individuals referred to in any sensitive records.
- IX. Tipperary County Archives service reserves the right to provide redacted copies of restricted records to readers, rather than providing direct access to the original(s). Furthermore, the Archives reserves the right to provide redacted copies to a user who has seen the originals.
- X. Archival material may not be borrowed by individuals. Access to archives will be given at the service headquarters at the *Archives Building in Carrigeen Business Park, Clonmel*.
- XI. Tipperary County Archives reserves the right to refuse access to its collections.



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- XII.** All users need to register with the Archives, and complete a *Reader's Registration* form.
- XIII.** Written permission must be sought from the Tipperary County Council / Archivist prior to publication of archival material. Any such publication must acknowledge its source
- XIV.** It is a policy of the Archives that only processed collections, that is collections that have been appropriately cleaned, arranged and described, shall be accessible to users. However, given that several collections have been available to Library users in the past they shall remain accessible depending on their physical condition.
- XV.** In the case of a breach of the terms of access, as set out in this policy, Tipperary County Archives will refuse future access to closed archives to the applicant concerned. It will also inform other archives services in Ireland of the breach.

# DECLARATION BY READER

I have read and agree to the

## **TIPPERARY COUNTY ARCHIVES ACCESS POLICY**

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

Applicants' personal data is processed by Tipperary County Council to manage research access to collections. This form will be retained for a period in accordance with the Council's records retention policy. Tipperary County Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. The County Council's privacy policy is available at [Privacy Statement - Tipperary County Council](#).

## OFFICE USE ONLY

**Registration Period FROM:**

**UNTIL:**

**ID with signature:**

**Proof of Address:**

**Archives Accessed:**

**Reader No.**

**Archivist Signature:**

**Date:**