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### Archival Data Privacy Form

This Agreement is entered into by and between the Archives at NCBS, and

\_\_\_\_\_

located at \_\_\_\_\_

\_\_\_\_\_

for the purpose of preventing the unauthorised disclosure of Sensitive Information and outlines the confidentiality obligations related to the archival material deposited with, processed by and stored by the Archives at NCBS.

The Archives at NCBS is responsible for determining the purpose and means of processing of personal data (as defined under the [Digital Personal Data Protection Act, 2023](#)) in the archival material in its possession for long-term preservation and access. This Agreement ensures the protection of personal data in both processed and unprocessed archival material.

#### DEFINITIONS:

For the purpose of this Agreement,

**Archival material** refers to all material loaned to the Archives at NCBS or donated to the Archives at NCBS with the intention of depositing it in the Archives. This includes, but is not limited to, recorded interviews, transcripts, summaries, or any semi-processed or processed information relating to the interviews, as well as physical material such as letters, photos, manuscripts, audiovisual material, other kinds of documents, artefacts, and unprocessed material, including in digital formats.

**Processed material** refers to archival material that has a catalogue entry on the website of the Archives at NCBS and is available for public research and use. Some of this material may be available upon request using the Researcher Application form. Some of this material may be published on the website of the Archives at NCBS, and is available for viewing without permissions. Processed material may include redacted portions (such as redactions in oral history interviews).



**Published material** refers to digital copies or digital-native files of archival material that can be viewed through the website of the Archives at NCBS.

**Restricted material** refers to a variety of material including (a) archival material owned by or loaned to the Archives at NCBS (or its collaborators) that is still under review, and at various stages of archival processing, (b) material that is under copyright, (c) material that violates a donor/interviewer/interviewee's privacy such as medical or financial data, and (d) material that has been reviewed and labelled sensitive by an archivist, or any details shared by the interviewee or donor with a request for redaction.

**CONDITIONS AND OBLIGATIONS:**

I \_\_\_\_\_,

\_\_\_\_\_ An archives affiliate (involved in various stages of processing archival material, including donors, interviewees, interviewers, regrant project collaborators, freelance processing archivists and volunteers)

\_\_\_\_\_ An Employee of the Archives at NCBS or Intern

\_\_\_\_\_ A Researcher/User of the Archives at NCBS accessing restricted material and/or

reproducing archival material

agree to the following:

- a) I will ensure that clear consent has been provided by the interviewee and interviewer and donor before conducting, processing, publishing and using the archival material.
- b) I will adhere to the interviewee and interviewer and donor's request to redact or mute sensitive or confidential information.
- c) I will not share or upload or use material with any party, organisation, or individual outside of those conducting or processing the archival material before it is published on the Archives at NCBS website with the interviewee and interviewer and donor's consent.
- d) I will not disclose or discuss any confidential or sensitive information about the interview/physical material and interviewee and interviewer and donor with any party outside of those involved in conducting or processing the interview.



- e) In the case of processed material, I agree not to disclose any sensitive information that has been redacted, restricted or deleted during the processing of the archival material.
- f) I acknowledge my responsibility for upholding the interviewee and interviewer and donor's privacy.
- g) I am accountable to the Archives at NCBS to protect the interviewee and interviewer and donor's privacy.
- h) I acknowledge that the Archives at NCBS publishes archival material online for open viewing and research purposes and it makes no representation that it is the copyright owner for all of its archival material. I am responsible for obtaining all necessary rights and clearances before use of published material as per the access guidelines, <https://archives.ncbs.res.in/access>.
- i) Restricted material may contain information that is protected under national and/or global "right to privacy" laws, including but not limited to certain educational, medical, financial, criminal, legal and personnel records; as well as personally identifiable information. I understand that my access to restricted material is privileged access and I agree to not cause or be likely to cause substantial damage or substantial distress to any person who is the subject of those data while they are alive or likely to be alive. Further, I will alert the Archives at NCBS immediately if I find privacy protected information in any published, processed or restricted material; I agree to make no notes or other record of privacy protected or personally identifiable information, and further agree not to publish, publicize, or disclose such information.

**SIGNATURE:**

By signing below, I agree to the conditions and obligations mentioned above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place