



## **Archive Data Protection Act & Enquiry Policy**

This policy will be reviewed in line with any future legal or legislative changes.

Author: Henry Whittington  
Date: 16.08.2022

## Army Flying Museum (AFM) Enquiry Service

The Archive team of the AFM offers an enquiry service for anyone requesting information from the museum collection. Due to the high volume of requests and the amount of time required to answer questions to the best of our abilities, we are forced to charge a research fee of £25 per enquiry.

In accordance with the Data Protection Act and other acts, the following regulations apply to our research service:

### Enquiries after named persons

The AFM recognises three types of personal information:

- **General personal information** (e.g. basic outline of career)
- **Private personal information** (e.g. detailed career history)
- **Sensitive personal information** (e.g. medical information)

**General** personal information can be requested by anyone. **Private** or **Sensitive** personal information requests have restrictions.

#### Requesting **General personal information**

**General** personal information can be requested by anyone.

Any information held on individuals dating after 1990 is considered at least **Private** personal information. Over time, this will be released to fall under **General** personal information.

#### Requesting **Private personal information**

In accordance with the Data Protection Act we only supply **Private** personal information:

- To the person in question or 'Next of Kin'.
- 84 years after the document/photograph/etc. was created.
- After the death of the individual in question.

Access to **Private** personal information can also be granted by providing the AFM with a written letter of approval from the specific individual themselves.

In the case of a request regarding a deceased person, the AFM may require 'Next of Kin' to sign documentation declaring themselves as such, or other individuals to provide information that the person has died.

#### Requesting **Sensitive personal information**

**Sensitive** personal information is only released:

- To the person in question or 'Next of Kin'.
- 84 years after the document/photograph/etc. was created

**Sensitive** personal information including medical, disciplinary, and grievance subjects are only accessible to the person in question or their 'Next of Kin'. This provision does not expire over time.

Access to **Sensitive** personal information can also be granted by providing the museum with a written letter of approval from the specific individual themselves.

In the case of a request regarding a deceased person, the museum may require 'Next of Kin' to sign documentation declaring themselves as such.

(In accordance with the Data Protection Act we assume a person's lifespan to be 100 years if no accurate information is available. Without information on a person's age, we assume a person to be 16 years of age in a given document or photograph when appearing as an adult, or 0 if a child. Therefore, without further information provided by the enquirer we assume a person is 16 at the time of the creation of the document with a lifespan of 100 years. We thus only provide items 84 years after the creation of the document or photograph for non- 'Next of Kin'.)

### **General historical enquiries**

We acknowledge that personal data will be used in general historical research and that in engaging in such research it might be impossible to separate the personal information from the general. Therefore, we allow historical researchers to access our records under the provision that they sign a written declaration promising not to collect personal data unless covered under the named persons regulation as outlined above.

The collection of data is also allowed in the pursuit of historical research as long as individuals are made unrecognizable in the final result. (With the exceptions as outlined under the names persons regulations above.)

### **Copyright**

The AFM endeavours to answer your enquiry to the best of our abilities. This includes providing you with as much detailed information and scans of original documents as possible. Photographs that we provide are intended to be used privately only unless specifically stated in correspondence. They are not to be published digitally on social media or in hard copy without consent from the Museum. By engaging our research service, you agree to these provisions.