

Highland Archives Visitor Registration Form



To be completed by all persons using the archival resources in the searchroom

Name (block capitals)

Address (block capitals)
Email address

Telephone Number:

Date:

Please state the reason for your visit (tick one box only):

Further Education Commercial/business/professional Council
Family History Local History School

If possible, please state your particular research interest (period/place/subject etc)

I declare that I understand the searchroom regulations (copies available) and will strictly adhere to them. I appreciate that archives are unique and irreplaceable and will handle them in such a way as to ensure their preservation for future users. If in doubt I will consult searchroom staff.

Data Protection – the information you have supplied will be used for the purpose(s) for which you have provided it. High Life Highland will also use it to plan improvements and to meet our obligations in delivering services on behalf of The Highland Council. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval, unless there is a legal requirement to do so.

High Life Highland would like to send you information about our own products and services and the benefits of being a High Life member by post, telephone, email and SMS. If you agree to being contacted in this way, please tick the relevant boxes.

Post Phone Email SMS

Declaration: I agree to the use of my personal data as detailed above.

Signature: _____ Date: _____

For office use only:

Productions: C&S Productions: Amount:
Photocopies: C&S Photocopies:

