

WESTMINSTER MENSWEAR ARCHIVE

Regulations for Access

The following regulations are designed for the protection of the materials in the Archive.

Access is by appointment.

On your first visit, you will be asked to provide evidence of identity with a photograph, such as a passport or a driving licence, and to complete a registration form. This includes agreeing that you will abide by the regulations.

Visitors may not eat or drink or take photographs in the Archive room.

1. Archive garments should be requested from the curator and will be put on a rail or study table individually or in small numbers. No items should be taken out of the archive room.
2. Only **pencils** may be used for making notes. Objects must not be marked. Laptops may be used.
3. Study the garments on the tables provided. Please do not try on the garments, hold them up, turn them over or turn them inside out. Ask the curator for assistance.
4. Wear gloves or have clean hands when handling the garments. The curator will give guidance.
5. Please handle all items with care, and support the garments at all times. Please do not put anything on top of the garments.
5. When finished, put the garments back on the hangers and rail provided, or ask the curator for assistance.
7. There is **no photography** in the Archive room. We are able to provide photographs of garments on request.
8. Permission to publish must be requested separately. Visitors wishing to publish images from items in the Archive are reminded that the responsibility for checking the ownership of copyright and obtaining necessary permissions rests with them.
9. **Data Protection**
Personal data held by the Westminster Menswear Archive is subject to the Data Protection Act 1998. Archive material held by the University may contain personal data relating, in particular, to former and current staff and students; donors; enquirers and researchers. Access to the information – and all personal data within the archive, or otherwise made available by the Westminster Menswear Archive (“Personal Data”) – is permitted subject to the following terms:
 - The use of any Personal Data complies with the Data Protection Act 1998.
 - Personal Data contained in the Archive will be used only for the purposes of research.
 - No Personal Data contained in the Archive (nor any research based on that Personal Data)

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will be used to support measures or decisions with respect to particular individuals, nor used in such a way that substantial damage or distress may be caused to any living person who is the subject of that Personal Data (assuming a lifespan of 100 years if unknown) (each a “Data Subject”).

- No Personal Data contained in the Archive will be transferred or disclosed to any other individual or organisation, nor will the results of any research be made available in a form which may identify any Data Subject, without the consent in writing of the relevant Data Subject or the University of Westminster Archive.
- No Data Subject will be directly contacted unless permitted to do so by the Westminster Menswear Archive. Any contact will be made via the Westminster Menswear Archive, at the Westminster Menswear Archive’s discretion.
- Any Personal Data obtained from the Archive will be kept secure and will be securely disposed of when no longer required for research.

10. Any breach of the Access Regulations may result in access to archive material being immediately and permanently withdrawn; and the Westminster Menswear Archive shall be entitled to recover any loss suffered, or costs incurred by it, as a result of any such breach(es).