

**WESSEX FILM AND SOUND ARCHIVE
ORDER FORM (NON-COMMERCIAL USE)**

Hampshire Record Office, Sussex Street, Winchester, Hampshire SO23 8TH
Tel: 01962 846154; Fax: 01962 878681; Email: enquiries.archives@hants.gov.uk

Name:

Address:

Email:

Telephone:

Charges: £35 per hour (£35 minimum charge). **Prices quoted are valid from 1 July 2017**

Details of films/sound recordings to be copied:
(please quote Finding No and Title)

Copy items onto:

- DVD
- MiniDV
- CD
- Other (please specify)

I wish to use the copy:

- For domestic use or private research
- Other use (eg exhibition). Please specify.

If you are applying on behalf of a production company, please use the commercial use form

DECLARATION

I declare that any copies supplied will not be sold, further reproduced or published, in part or whole, without written permission. I agree to abide by the **Data Protection Legislation** in my use of any personal data contained in the copies I receive, and to respect the rights of any living data subjects

Signature:

Date:

Please note that there may be a delay in processing your order if copyright permissions have to be obtained

PAYMENT OPTIONS	OFFICE USE ONLY			
<p>Please tick payment method:</p> <p><input type="checkbox"/> Cash (in person)</p> <p><input type="checkbox"/> Cheques in pounds sterling made payable to Wessex Film and Sound Archive</p> <p>If you are unsure of the total, we accept blank cheques with instructions</p> <p>“Not to exceed £ _____”</p> <p><input type="checkbox"/> Card (online)</p> <p>Payments by card: please ensure you have supplied an email address in your contact details so we can advise when your order has been completed and how to proceed with your payment.</p> <p>If you wish to limit the total amount payable, you can note here:</p> <p>“Not to exceed £ _____”</p>	<p>Film and sound items:</p> <p>hours @ £35.00 per hour =</p> <p>Total =</p> <p>Less deposit =</p>			
	In person		TOTAL	
	By post		Receipt no.	
	<p>Order completed by:</p> <p>Date completed:</p> <p>Date posted or collected: (if different from completion date)</p>			
<p>Privacy notice:</p> <p>The personal data you provide on this form will be treated in accordance with Data Protection Legislation. Your data will only be used to process your request for copies. It will not be shared with third parties. Your data will be retained for six years from the end of the current financial year for audit purposes. The legal basis for our use of this information is that it is necessary for the performance of a public interest task. You have some legal rights in respect of the personal information we collect from you. Please see our Data Protection page for further details: www.hants.gov.uk/dataprotection. You can contact the County Council's Data Protection Officer at data.protection@hants.gov.uk. If you have a concern about our use of your data please contact us, or see the Information Commissioner's advice at https://ico.org.uk/concerns/.</p>				