**Blenheim Archives Enquiry Form**

It is important to provide as much information and be as specific as possible to assist the Archivist in their search and to enable a quicker response.

Please send completed forms to archives@blenheimpalace.com

**Contact details of enquirer:**

**Name:**

**Address:**

**Email:**

**Phone:**

**Reason for enquiry:**

Academic research Educational Purposes

Family history research Local history interest

Publications

Other (please specify)

**Subject of enquiry**

Artefact

Item:

Date:

Area of interest:

House History

Address:

Dates:

Area of interest:

Servant

Full name:

Address:

Date of birth:

Dates of employment:

Job title:

Area of work: Estate office Household

 Gamekeeping Gardens

Other details:

Other

**Data Protection**

At Blenheim, we take the security and privacy of data very seriously. Our security measures are continuously maintained and adhered along with our privacy policy which can be found at https://www.blenheimpalace.com/privacy/

Blenheim is the data controller and our registered address is:

Blenheim Palace, Woodstock, Oxfordshire, OX20 1PP

Blenheim respects your privacy and will take all steps to protect the personal information we hold about you in compliance with the General Data Protection Regulation (GDPR) 2018.

**How we use the personal details you provide us with when contacting us with an enquiry**

So that we can respond and track ongoing enquiries, we need to collect and store your name and a means of contact (your address, email address or telephone number) which is stored together with the dates on which you contact us. The source of all personal data that we hold is the information provided by you when you contact us.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a contract between yourself and Blenheim Archives.

Blenheim is the data controller for the personal information you provide when contacting the Archives with an enquiry.

We will keep your personal data for one year after you contact the Archives. Your information will be used to track and respond to your enquiry and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. We will only contact you about your enquiry to the Archives, for example to reply to a question relating to the Collection.

I give consent to the personal data I have submitted on this form to be stored and used in accordance with the above Privacy Notice under the General Data Protection Regulations 2018.

Name:

Signature:

Date: