

Rights Management Policy

Our vision

Working with partners to be the physical and virtual heart of Suffolk's past, present and future archives and to encourage all those interested in the county's history in their journeys of discovery.

Our mission

Suffolk Archives helps residents and visitors engage with our county's rich heritage. It collects, conserves and communicates the recorded history of Suffolk from the 12th century to the present day, empowering people in exploring their roots, remembering their past, and planning their future.

1. Purpose of Policy

This policy explains why Suffolk Archives (SA) is committed to providing a high quality, sustainable copying service whilst preserving the safety of our collections and respecting the legal and moral rights governing our holdings. SA acknowledges that digital and physical copies of archives and local studies material are an important means of making material accessible for our users, including those unable to visit in person.

2. Scope

SA defines Rights Management as the management and documentation of the rights associated with the collections for which the organisation is responsible. This includes both ownership of the actual item and copyright.

This policy explains how decisions about permissions to copy and publish are made by SA including why restrictions exist. To find out how to obtain copies of material from SA please see our website www.suffolkarchives.co.uk.

3. Background

SA seeks to collect and preserve unique records which reflect the history of Suffolk and its people. We make these available to members of the public in person or in a copied format (digital or physical) for private study and non-commercial research.

When SA accepts archive and local studies material we seek to reasonably and responsibly gather key rights information, which will help us make appropriate and timely decisions about public access, copying, publishing and distribution. This includes gathering information on the entry form such as the ownership status of the material, any restrictions placed on the material by the depositor, contact information for future clarification and any known copyright restrictions. This information will be kept securely in our depositor files and CALM database and only accessed by members of staff.

4. Copying

For items that are in copyright, copying is only legally permissible according to specific 'fair dealing'

regulations. These regulations stipulate that the copy is supplied solely for the purpose of non-commercial research and private study, that one copy only is supplied in relation to a given project, and that correct acknowledgement is made (such as in footnotes). Therefore, all copies from SA are supplied, and self-service photography allowed, subject to the completion of a copyright declaration and agreement form, accepting in writing SA's conditions for the making of copies.

When making decisions about copying items SA considers the following factors:

- **The Copyright Designs and Patents Act 1988:** SA will seek to abide by UK copyright legislation and inform customers of issues of which it is aware relating to requests to copy, publish or otherwise disseminate, material from its collections. For more information on copyright, go to the Government's Intellectual Property Office website.
- **The Rights of Depositors and Donors:** Many of the documents in SA's collections are owned by individuals, and private and public bodies. These owners (depositors) may specify that their permission is required before copying their documents. Sometimes people who have given documents to SA (donors) specify similar restrictions. SA will let you know when this is the case.
- **General Data Protection Regulations (2018):** require that personal information about living individuals is protected. SA will let you know if there is a need to safeguard anyone's identity in the copy you are making and give advice on the level of protection required.
- **Preservation:** SA is committed to caring for and providing access to documents and other material in its collections, both now and in the future. Therefore, only methods of copying that are suitable for the nature and condition of the item concerned are allowed. SA will restrict copying if the process will endanger the future survival of the object.

5. Permission to publish

Copies are supplied, and self-service photography permitted, strictly on the condition that copies are used for private study and non-commercial research only. Written permission must be sought from SA when the items copied are required for reproduction, including publishing on websites, including social media, local exhibitions etc. A fuller, but not exhaustive, list of types of reproduction can be provided by the archivists, on request

Requests to reproduce these copies in print or digitally are considered on a case by case basis. When considering publication requests SA will endeavour to highlight copyright or ownership issues of which we are aware. We cannot provide legal advice on the copyright status of items, and it remains the responsibility of the enquirer to seek independent legal advice where appropriate.

Reproduction permission charges will apply to the use of material from SA collections, especially where that use is commercial. Depositors have the right to charge for reproduction. These charges will be collected by SA and transferred to the depositor as appropriate.

Re-producing copies without written permission may make you liable to prosecution. SA will make every effort to remove copies which it has not authorised or which infringe copyright.

6. Related documents

This policy sits alongside the Collection Information, Collection Development and Access policies.

7. Review period

This policy will be reviewed every three years. The associated procedures will be reviewed every year.

Last reviewed July 2025.

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If you need help to understand this information in another language please call **03456 066 067**.

Se precisar de ajuda para ler estas informações em outra língua, por favor
telefone para o número abaixo. 03456 066 067

Portuguese

Jeigu jums reikia šios informacijos kita kalba,
paskambinkite 03456 066 067

Lithuanian

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku
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Polish

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o
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Romanian

إذا كنت بحاجة إلى المساعدة في فهم هذه المعلومات بلغة أخرى، الرجاء الاتصال على
03456 066 067

Arabic

Если для того чтобы понять эту информацию Вам нужна помощь на другом
языке, позвоните, пожалуйста, по телефону 03456 066 067

Russian

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