



UNIVERSITY OF MELBOURNE ARCHIVES

DEED OF UNDERTAKING
WITH REGARD TO ACCESS

The University Archivist
The University of Melbourne

This deed of undertaking is granted in favour of the University of Melbourne by

[person's name]
of [insert person's address].....

I acknowledge that the
[name of collection].....
(the Papers/Records) are held in the University of Melbourne Archives as a restricted collection.

I further acknowledge that access to the Papers/Records is granted to me by the University Archivist on condition that:

- (a) I will not use personal and sensitive information as defined in the Privacy and Data Protection Act 2014 (Vic) and health information as defined in the Health Records Act 2001 (Vic) in any way that would cause damage or distress to the individual(s) concerned or their close family.
- (b) I have obtained any required permission/s to access the Papers/Records and I agree to adhere to any special conditions of access.
- (c) I will not use any information contained in the Papers/Records:
 - (i) in a way which would be likely to contravene the laws of defamation, privacy, confidentiality and copyright;
 - (ii) in a way which would be likely to constitute a risk to personal safety, health or security of any living individual;
 - (iii) in a way which would be likely to breach any other law;
- (d) I have been provided with the Guidelines for Use of Personal, Sensitive and Health Information in Archival Collections and I have read and understood these Guidelines.”

I undertake to adhere fully to these conditions of access.

I understand that the University of Melbourne may take legal action against me for any damage, claim or loss incurred as a result of my breaching this deed of undertaking, and I agree to indemnify and hold harmless the University and its staff from all claims resulting from my publication or use of the Papers/Records.

EXECUTED AS A DEED

Signed, sealed and delivered by
[person's name]:
Signature

in the presence of:
Name
Signature

Date / /