**GLASGOW CITY ARCHIVES**

**“DOCUMENTING COVID-19” SUBMISSION FORM**

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| **Your Details (fields marked \* are optional)** |
| **Name:** Click or tap here to enter text.  **Email:** Click or tap here to enter text.  **Address:\*** Click or tap here to enter text.  **Year of birth:\*** Click or tap here to enter text.  **Place of birth:\*** Click or tap here to enter text.  **Occupation:\*** Click or tap here to enter text. |

The above information will be used by Glasgow City Archives (GCA) staff for administration purposes. We would also like to include these details (except your contact details which will remain private) in our publicly-accessible catalogue, to help researchers understand more about your submission. If you would prefer these details not to be included in the catalogue, please tick this box:

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| **Submission Details** |
| **Title** *(Give your submission a simple name, for example, “Diary of [your name]”)***:**  Click or tap here to enter text.  **Description** *(Please provide a brief description of your submission to help researchers understand it. You might want to include the date span, geographic location and some of the main topics included. Please also flag anything you have concerns about or that GCA staff should be aware of)***:**  Click or tap here to enter text.  **Format of submission** *(select as many as necessary):*  Handwritten text:  Text in digital format (e.g. Word document, PDF):  Photographs:  Illustrations:  Audio:  Video:  Other (please specify):Click or tap here to enter text. |
| **Access**  I agree to allow access to my submitted material (select one):  On submission  5 years after submission |

**Important Information**

Please remember that your submission will be accessible to the public. We ask you to think about any other people who might be mentioned in your work and to avoid including personal details about others without their consent. Let us know if you have any concerns.

We prefer that you donate your material as a gift to GCA rather than a deposit (long-term loan). If you would prefer to offer it as a deposit, please let us know.

If you are the copyright holder, we ask that you assign copyright to GCA so that we can help your work be used for research, teaching and public engagement. However we are happy to discuss this is you wish you retain your copyright; please let us know if so.

Please sign to show that you understand the above.

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| **Signature:** | **Date:** |

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| ***Notes for GCA staff*** |

**How to Submit**

Electronic files

Please send this form and your submission to [archives@glasgowlife.org.uk](mailto:archives@glasgowlife.org.uk), with the subject line “Covid diaries”.

Physical/hardcopy material

**By post:** to Glasgow City Archives, The Mitchell Library, North Street, Glasgow, G3 7DN, marked for the attention of Michael Gallagher, Archivist.

**In person:** bring your submission to the Archives Searchroom, Level 5, Mitchell Library (full address above).

You can either print this form and submit alongside your material or send it to the above email address in advance.

*Please ensure that you have been provided with the general privacy notice for a form*

**Specific processing purposes and legal basis, etc.:** Documenting COVID-19 project submission form

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|  |  | **(controller) who we are:** |
|  |  | Glasgow Life, the operating name of Culture and Sport Glasgow, is the controller of personal information collected by us that is necessary for our processing purposes. See **contact us** for details of our data protection officer. |
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|  |  | **Specific (purposes) why do we need your personal information and what do we do with it?** |
|  |  | (1) You are giving us your personal information in order to participate in the Documenting COVID-19 project. We may also use this information to enhance our physical and online catalogue (unless you specify otherwise in the form), verify your identity where required, contact you by post or email and to maintain our records. |
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|  |  | **Specific (legal basis) for using your information:** |
|  |  | 1. Necessary for the performance of a task carried out in the public interest by Glasgow Life.   You can see a summary of how **your rights** are implemented for each **legal basis** used at: [www.glasgowlife.org.uk/privacy-rights](http://www.glasgowlife.org.uk/privacy-rights).  **(more information):**  You can find more information about how we handle your personal information at: [www.glasgow.life.org.uk/privacy](http://www.glasgow.life.org.uk/privacy). If you need help in another format e.g. large print, braille or audio, please ask a member of staff, contact us or visit: [www.glasgowlife.org.uk/accessibility](http://www.glasgowlife.org.uk/accessibility) |
|  |  | **(contact us):**  You can contact our data protection officer about any data protection matter by post at this address: c/o Data Protection, GCC, City Chambers, George Square, Glasgow G2 1DU, United Kingdom; by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk); and by telephone on: 0141 287 1055. |

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| **File holder:** | **Issue:** | **Retain for:** |
| Glasgow City Archives | Version 1.0 | 6 years |