

An tSeirbhís Chartlainne
Foirm Maidir le Nochtadh
Faisnéise Íogaire a bhFaightear
Rochtain Uirthi



Comhairle Chontae na Gaillimhe
Galway County Council

Archive Service
Disclosure Form
Access to Sensitive
Information

Tá an fhoirm seo le fáil i gcló mór chomh maith

This form is also available in large print

Tá míle fáilte an fhoirm seo a líonadh i nGaeilge

Mar choinníoll a ghabhann le rochtain a fháil ar:

As a condition of being given access to:

Geallaim leis seo nach ndéanfaidh mé ainmneacha daoine, nó mionsonraí eile faoi dhaoine, atá ainmnithe sna taifid seo i leith aon ní de chineál íogair príobháideach nó pearsanta, ag féachaint go háirithe do thinneas meabhrach, do ghalair nó do leanaí a cuireadh amach ar iostas, nó aon líomhaint nó tuairim a bhaineann le cionta d'aon chineál, a fhoilsiú ná a chur in iúl d'aon duine eile.

Ná ní úsáidfidh mé aon ábhar fótagrafaíochta atáirgthe a úsáid in aon fhoilseacháin agus ní choimeádfaidh mé aon ábhar fótagrafaíochta den sórt sin ach amháin chun críocha taighde pearsanta agus geallaim ábhar den sórt sin a scriosadh a luaithe is féidir tar éis an taighde a chríochnú.

I hereby undertake that I will not publish or communicate to any other person the names or other particulars of persons named in these records in respect of any matter of a private or personally sensitive nature, with particular regard to mental illness, disease, boarded out children, or any allegation or suggestion concerning offences of any description.

Nor will I use any photographic reproductions in any publications, and shall only retain any such photographs for personal research reference purposes, and undertake to destroy same as soon as possible following completion of research.

Ainm	Name	
Dáta	Date	
Seoladh	Address	
Cód Poist	Postcode	
Síniú	Signature	

Míníonn an Coimisinéir Cosanta Sonraí sonraí íogaire mar fhaisnéis a bhaineann leis na nithe seo a leanas:

- Meabhairshláinte nó sláinte choirp
- Bunadh Cine
- Tuairimí polaitiúla
- Creideamh reiligiúnach nó de chineál eile
- Beatha ghnéasach

The Data Protection Commissioner defines sensitive data as information relating to:

- Physical or mental health
- Racial origin
- Political opinions
- Religious or other beliefs
- Sexual life

<ul style="list-style-type: none"> ·Ciontuithe coiriúla ·Líomhaint go nearnadh cion ·Ballraíocht i gceardchumann 	<ul style="list-style-type: none"> ·Criminal convictions ·Alleged commission of offence ·Trade union membership
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<p>Foirm maidir le Nochtadh Faisnéise Rúnda a bhFaighítear Rochtain uirthi:</p> <p>Baineann tréimhse coiscthe céad bliain leis an ábhar seo ina bhfuil ábhar pearsanta nó ábhar íogair ina sainaithnítear daoine agus a gcuid chúinsí phearsanta.</p>	<p>Disclosure Form for Access to Confidential Information:</p> <p>A closure period of one hundred years applies to this material containing personal or sensitive material identifying individuals and their personal circumstances.</p>
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Leibhéal a hAon:	Level One:
<p>Beidh said siúd atá rochtain leibhéal a haon acu i dteideal i bprionsabal breathnú ar cibé codanna den bhailiúchán iomlán ábhar cartlainne is gá agus is ábhartha i ndáil lena thionscadal/tionscadal taighde gan spleáchas d’inneachar na n-ábhar ná don dáta ar cruthaíodh iad. Sula ndéantar iarratas ar rochtain Leibhéal a hAon a bhreithniú ní mór don iarratasóir na critéir seo a leanas, ar a laghad, a chomhlíonadh: -</p> <p>A. Ní mór don iarratasóir a bheith ag gabháil do thaighde acadúil de chineál cliniúil, staire nó socheolaíochta ar leibhéal iarchéime agus ní mór don iarratasóir an taighde sin a thuairisciú go mion.</p> <p>B. Ní mór ainmneacha beirt mholtóirí neamhspleácha as údarás sláinte, as institiúid acadúil nó as gníomhaireacht Rialtais a bheith in éineacht leis an iarratas agus ní mór do na moltóirí sin moladh a thabhairt i bhfabhar iarratas rochtain.</p> <p>C. Ní mór teistiméireacht charachtair ó mhaoirseoir acadúil an iarratasóra a bheith in éineacht leis an iarratas, ar teistiméireacht í ina dtabharfar moladh i bhfabhar an iarratais ar rochtain Leibhéal a hAon.</p> <p>D. Ní mór cáilíochtaí an iarratasóra sa réimse taighde atá i gceist, mar aon le hachóimre mhionsonraithe ar an taighde substaintiúil agus údarásach atá déanta agus foilsithe ag an iarratasóir cheana féin, a sholáthar.</p> <p>E. Ceadóidh an t-iarratasóir don lasachtóir na teistiméireachtaí a sholáthraítear a fhíorú go neamhspleách agus cibé fiosruithe ó bhéal nó i scríbhinn a dhéanamh a mheastar a bheith riachtanach chun fíre an iarratais ar rochtain a bhunú.</p> <p>F. Ní mór don taighdeoir gealltanais a thabhairt i</p>	<p>Level One access shall in principle entitle the applicant to view such parts of the entire collection of the archived materials as are necessary and relevant to their research project irrespective of the contents of the materials or the date on which they were created. Before a request for Level One access will be entertained the applicant must satisfy at a minimum the following criteria: -</p> <p>A. The Applicant must be engaged in clinical, historical or sociological academic research to post graduate degree level which must be described in detail by the applicant.</p> <p>B. An application must be accompanied by two independent referees from a health authority, academic institution or Government agency both of which must recommend the applicants request for access.</p> <p>C. The application must be accompanied by a character reference from the applicant’s academic supervisor recommending the request for Level One access.</p> <p>D. The qualifications of the applicant in the area of research being undertaken and a detailed summary of the substantial and authoritative research already carried out and published by the applicant must be provided.</p> <p>E. The applicant shall permit the Lender to independently verify the references provided and to make such verbal or written enquiries as it considers necessary to establish the authenticity of the access request.</p> <p>F. The researcher must undertake in writing not to</p>

<p>scríbhinn á rá nach ndéanfaidh sé nó sí aon mhionsonra a d'fhéadfadh othair ar leithligh, a dteaghlach, a ngaolta nó a neasghaolta a shainaithint nó aon fhaisnéis aitheantais eile i bhformáid chlóite nó i bhformáid bhéil a nochtadh de bhriathar agus ó bhéal ná ar aon slí eile.</p> <p>G. . Forchoimeádaí an tiasachtóir an ceart gach tráth chun taighde an iarratasóra a iniúchadh sula bhfoilsítear é chun a fhíorú nach bhfuil aon fhaisnéis rúnda ann agus beidh an tiasachtóir i dteideal a cheangal ar an iarratasóir aon tagairtí do nithe a meastar ina leith gur faisnéis rúnda iad a scríosadh.</p> <p>H. Ní mór don iarratasóir gealltanaiscríbhinn a thabhairt á rá nach ndéanfar an fhaisnéis a bhailítear mar thoradh ar rochtain a fháil chuig ábhair a úsáid chun aon chríche seachas na críocha atá luaite san iarratas bunaidh.</p> <p>I. Comhaontaítear go sainráite leis seo go mbeidh an tiasachtóir i dteideal cur leis na coinníollacha thuas nó aon cheann de na coinníollacha thuas a athrú le linn iarratas ar rochtain Leibhéal a hAon a cheadú.</p>	<p>disclose verbally and orally or otherwise any detail which may identify individual patients, their families, relatives or next of kin or any other identifying information in printed or oral format.</p> <p>G. The Lender reserves at all times the right to inspect, prior to publication, the applicant's research for the purposes of verifying the absence of any confidential information and the Lender shall be entitled to require the applicant to delete any references to what it considers to be confidential information.</p> <p>H. The applicant must undertake in writing not to use the information gathered from accessing the materials for any purpose other than those stated in the original application.</p> <p>I. It is hereby expressly agreed that the Lender shall be entitled to add to or vary any of the above conditions when sanctioning a request for Level One access.</p>
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Leibhéal a Dó:	Level Two:
<p>Beidh said siúd atá rochtain Leibhéal a Dó acu i dteideal i pbrionsabaith breathnú ar na hábhair seo a leanas de chuid bhailiúcháin na cartlainne agus iad siúd amháin: -</p>	<p>Level Two access shall in principle entitle the applicant to view only the following materials from the archived collection: -</p>
<p>(i) Ní dhéanfar aon ábhar cartlainne a measann an tiasachtóir go bhfuil faisnéis rúnda ann a bhaineann le hothair ar leithligh, lena gcóireáil, lena bhfáthmheas nó lena dtaifid liachta a chur ar fáil go dtí go mbeidh tréimhse céad is fiche bliain caite ó dháta cruthaithe an doiciméid deiridh nó na hiontrála deiridh ina bhfuil an fhaisnéis phearsanta nó an fhaisnéis íogair sin.</p>	<p>(i) Any archived material which the Lender considers contains confidential information pertaining to individual patients, their treatments, diagnosis or medical records shall not be made available until a period of one hundred and twenty years has lapsed from date of creation of the last document or entry containing such personal or sensitive information.</p>
<p>(ii) Ní dhéanfar aon doiciméad a bhaineann le taifid faoi orduithe bainisteoirí, faoi phá nó faoi taifid thuarastail ná taifid phearsanra a chur ar fáil go dtí go mbeidh tréimhse 50 bliain caite ó dháta cruthaithe na hiontrála deiridh in aon taifead den sórt sin. Seachas i gcás na n-ítimí réamhluaithe, bainfidh tréimhse coiscthe 30 bliain le comhaid riaracháin agus le haon ní ina bhfuil ainm duine den fhoireann.</p>	<p>(ii) All documentation pertaining to managers' orders, wages, salary records and personnel records shall not be made available until the period of 50 years has lapsed from the date of creation of the last entry of any such record. A closure period of 30 years shall apply for administration files and anything containing a staff name other than the aforementioned items.</p>
<p>(iii) Déanfar gach doiciméad eile a chur ar fáil tar éis tréimhse tríocha bliain ó dháta cruthaithe na hiontrála deiridh.</p>	<p>(iii) All remaining documentation shall be made available following a period of thirty years from the date of creation of the last entry.</p>
<p>(iv) Sula mbreithneofar iarratas ar rochtain Leibhéal a</p>	<p>(iv) Before a request for Level Two access will be</p>

Dó ní mór don iarratasóir na critéir seo a leanas, ar a laghad, a chomhlíonadh: -	entertained the applicant must satisfy at a minimum the following criteria: -
A. Ní mór don iarratasóir a bheith ag gabháil do thaighde ginearálta staire, ginealais nó socheolaíochta de chineál acadúil agus ní mór don iarratasóir an taighde sin a thuairisciú go mion.	A. The applicant must be engaged in general historical, genealogical or sociological research of an academic nature which must be described in detail by the applicant.
B. Ní mór don iarratasóir gealltanais i scríbhinn a thabhairt á rá nach ndéanfaidh sé nó sí aon fhaisnéis nó aon mhionsonra a d'fhéadfadh othair ar leithligh, a dteaghlach, a ngaolta nó a neasghaolta a shainaithint, nó a chabhródh leis an tsainaithint sin, ná aon fhaisnéis aitheantais eile i bhformáid chlóite nó i bhformáid bhéil a nochtadh d'aon tríú páirtithe.	B. The applicant must undertake in writing not to disclose to any third parties any information or detail which may identify or assist in the identification of individual patients, their families, relatives, next of kin or other identifying information in printed or oral format.
C. Forchoimeádann an tlasachtóir an ceart gach tráth chun taighde an iarratasóra a iniúchadh sula bhfoilsítear é chun a fhíorú nach bhfuil aon fhaisnéis rúnda ann agus beidh an tlasachtóir i dteideal a cheangal ar an iarratasóir aon tagairtí do nithe a meastar ina leith gur faisnéis rúnda iad a scríosadh.	C. The Lender reserves at all times the right to inspect, prior to publication, the applicant's research for the purposes of verifying the absence of any confidential information and the Lender shall be entitled to require the applicant to delete any references to what it considers to be confidential information.
D. Ní mór don iarratasóir gealltanais i scríbhinn a thabhairt á rá nach ndéanfar an fhaisnéis a bhailítear mar thoradh ar rochtain a fháil chuig na hábhair, a úsáid chun aon chríche seachas na críocha atá luaite san iarratas bunaidh.	D. The applicant must undertake in writing not to use the information gathered from accessing the materials for any purpose other than that stated in the original application.
E. Comhaontaítear go sainráite leis seo go mbeidh an tlasachtóir i dteideal cur leis na coinníollacha thuas nó aon cheann de na coinníollacha thuas a athrú le linn iarratas ar rochtain Leibhéal a Dó a cheadú.	E. It is hereby expressly agreed that the Lender shall be entitled to add to or vary any of the above conditions when sanctioning a request for Level Two access.

Leibhéal a Trí:	Level Three:
Le rochtain Leibhéal a Trí, beidh an t-iarratasóir i dteideal breathnú ar fhaisnéis neamhphearsanta, agus ar fhaisnéis neamhphearsanta amháin, de réir mar a shainaithnítear i gcatagóir (iii) de rochtain Leibhéal a Dó. Sula ndéantar iarratas ar rochtain Leibhéal a Trí a bhreithníú ní mór don iarratasóir na critéir seo a leanas, ar a laghad, a chomhlíonadh: -	Level Three access shall entitle the applicant to view only non-personal information as identified in category (iii) of Level Two access. Before a request for Level Three access will be entertained the applicant must satisfy at a minimum the following criteria: -
A. Ní mór don iarratasóir gealltanais i scríbhinn a thabhairt nach ndéanfaidh sé nó sí aon fhaisnéis nó aon mhionsonra a d'fhéadfadh othair ar leithligh, a dteaghlach, a ngaolta nó a neasghaolta a shainaithint, nó a chabhródh leis an tsainaithint sin, ná aon fhaisnéis aitheantais eile i bhformáid chlóite nó i bhformáid bhéil a nochtadh d'aon tríú páirtithe.	A. The applicant must undertake in writing not to disclose to any third parties any information or detail which may identify or assist in the identification of individual patients, their families, relatives, next of kin or other identifying information in printed or oral format.
B. Ní mór don iarratasóir gealltanais i scríbhinn a	B. The applicant must undertake in writing not to use

<p>thabhairt nach ndéanfar an fhaisnéis a bhailítear mar thoradh ar rochtain a fháil chuig na hábhair a úsáid chun aon chríche seachas na críocha atá luaite san iarratas bunaidh.</p>	<p>the information gathered from accessing the materials for any purpose other than that stated in the original applicant.</p>
<p>C. Comhaontaítear go sainráite leis seo go mbeidh an tlasachtóir i dteideal cur leis na coinníollacha thuas nó aon cheann de na coinníollacha thuas a athrú le linn iarraidh ar rochtain Leibhéal a Trí a cheadú.</p>	<p>C. It is hereby expressly agreed that the Lender shall be entitled to add to or vary any of the above conditions when sanctioning a request for Level Three access.</p>
<p>D. Daingníonn an tlasachtóir go bhfuil sé toilteanach taighde agus rochtain ar ábhair na cartlainne a éascú, ach sin faoi réir na gcoinníollacha atá sonraithe anseo.</p>	<p>D. The Lender confirms its willingness to facilitate research and access to the archived materials subject to the conditions outlined herein.</p>

<p>COMHAONTAÍTEAR AN MÉID SEO A LEANAS LEIS SEO:</p> <ol style="list-style-type: none"> 1. Faoi réir na dtéarmaí agus na gcoinníollacha atá leagtha amach thíos, comhaontaíonn Seirbhís Chartlainne Chomhairle Chontae na Gaillimhe (dá ngairtear an Chartlann anseo ina dhiaidh seo) leis seo rochtain ar an ábhar cartlainne a thuairiscítear san fhardal atá i gceangal leis seo (dá ngairtear ‘an t-ábhar’ anseo ina dhiaidh seo) a cheadú don taighdeoir a dtugtar mionsonraí ina leith anseo thíos. 2. Déantar rochtain ar an mbailiúchán ar fad a thabhairt do thaighdeoirí faoi réir an dearbhú atá i gceangal leis seo a shíniú, ar dearbhú é á ghealladh nach ndéanfar tagairt ina saothar do dhaoine aonair sa chatagóir seo de réir a n-ainmneacha dílse ná nach ndéanfar tagairt ina saothar d'fhaisnéis trína bhféadfaí duine aonair a shainaithint 3. Is ceart don taighdeoir iarratas ar rochtain a chomhlánú i scríbhinn agus is ceart faisnéis mhionsonraithe a thabhairt san iarratas sin maidir le cineál agus críocha an taighde lena mbaineann. 4. Is ceart mionsonraí beirt mholtóirí nach bhfuil gaol acu leis an taighdeoir agus a thacaíonn léi a bheith in éineacht leis an iarratas. 5. Déanfar an taighde faoi mhaoirseacht an Chartlainn. 6. Comhlíonfaidh an taighdeoir an reachtaíocht a bhaineann le Cóipcheart. 7. Ní dhéanfaidh an taighdeoir cóipeanna den ábhar a chur ar fáil do pháirtithe eile gan cead sainráite i scríbhinn a fháil ón gCartlann. 8. Déanfar dréacht d’aon fhoilseachán de chuid an taighdeora a úsáideann faisnéis rúnda den sórt seo a 	<p>IT IS HEREBY AGREED THAT:</p> <ol style="list-style-type: none"> 1. Subject to the terms and conditions set out below the Galway County Council Archives Service, (hereinafter called the Archives) hereby agrees to allow access to the archival material described in the attached inventory (hereinafter called ‘the material’) to the researcher whose details are provided below. 2. Researchers are provided access to the entire collection subject to signing the attached declaration undertaking not to refer to individuals in this category by name, or make reference to information allowing an individual to be identified, in their work. 3. A written application for access should be completed by the researcher and should include detailed information regarding the nature and purpose of their research 4. The application for access should be accompanied by the details of two nominees, not related to the researcher, who undertakes to vouch for the researcher. 5. Research will be carried out under the supervision of the Archivist. 6. The researcher will comply with Copyright legislation. 7. Copies of the material will not be made available by the researcher to other parties without the express written permission of the Archive. 8. A draft of any publication produced by the researcher using this confidential material should be
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chur faoi bhráid an Chartlann le go ndéanfar seiceáil lena chinntiú nach féidir aon duine aonair atá luaite san ábhar a shainaithint san fhoilseachán.

submitted to the Archive to allow a check to ensure no individual mentioned in the material can be identified in the publication.

Síniú	Signed	
Dáta	Date	

Souraí An Taighdeora		Researcher Details
Ainm	Name	
Seoladh	Address	
Cód Poist	Postcode	
Uimhir Theagmhála	Contact number	
Síniú an Taighdeora	Signature of researcher	
Dáta	Date	

Moltóir		Nominee
Ainm	Name	
Seoladh	Address	
Cód Poist	Postcode	
Post	Position	
Uimh. Theagmhála	Contact number	
Síniú	Signature	
Dáta	Date	

Moltóir		Nominee
Ainm	Name	
Seoladh	Address	
Cód Poist	Postcode	
Post	Position	
Uimh. Theagmhála	Contact number	
Síniú	Signature	
Dáta	Date	

Déanamse, _____, iarratas leis seo ar rochtain iomlán ar na cartlanna atá liostaithe sa liosta a ghabhann leis seo. Is eol dom na srianta ar rochtain ar ábhar ina bhfuil faisnéis phearsanta atá ann ar feadh tréimhse is giorra ná céad bliain. Geallaim nach ndéanfaidh mé aon tagairt d'aon duine faoina ainm/hainm dílis, ná nach ndéanfaidh mé faisnéis as an gcatagóir ábhair seo, ar faisnéis í trína bhféadfaí duine aonair a shainaithint, a sholáthar in aon saothar a fhoilseofar nó in aon phlé poiblí.

I _____ hereby apply for full access to the archives listed in the attached list. I am aware of the access restrictions to material containing personal information, which is less than one hundred years old. I undertake not to make reference by name to any individual, or to supply information from this category of material, which would allow an individual to be identified in any published work, or in any public discussions.

Ainm	Name	
Seoladh	Address	
Cód Poist	Postcode	
Uimh. Theileafóin	Telephone number	
Tuairisc ar Ábhar an Taighde	Description of research topic	
Síniú	Signed	
Dáta	Date	

Iarratas Ceadaithe ag (Ar son agus thar ceann Sheirbhís Chartlainne Chomhairle Chontae na Gaillimhe)	Application approved by (For and on behalf of Galway County Council Archives Service)	
Síniú	Signed	
Dáta	Date	

Seol an fhoirm ar ais chuig: Cartlanna Chomhairle Chontae na Gaillimhe, Leabharlanna Chontae na Gaillimhe, Teach an Oileáin, Cearnóg na hArdeaglaise, Gaillimh	Return to: Galway County Council Archives Galway County Libraries Island House Cathedral Square Galway	Tel. (091) 562471 Fax (091) 565039 archivist@galwaycoco.ie www.gaillimh.ie www.galway.ie
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