1. The purchase of a print or image does not in itself carry with it the right to make a reproduction in any form. Copyright in all images remains the property of the Museum. Images of works for which the Museum does not hold copyright can only be supplied, other than for research or private study, if the applicant has obtained prior written consent from the owner of the copyright. The Museum will advise in regard to ownership of copyright in these cases.

2. The Museum shall not be liable for any loss or damage suffered by the Licensee or by any third party arising from the use of any of the images.

3. If the Image or any work reproduced in the Image has not previously been published then any publication rights therein are hereby assigned absolutely to the Museum for the full period of such publication rights.

4. If the image is required for publication (in any format), an applicant must be made for reproduction rights. If applicable, a reproduction rights fee will be requested. Permission to reproduce is dependent on full acceptance of the following conditions and is automatically abrogated if any part is infringed.

   i. The acknowledgement ‘Copyright Pitt Rivers Museum, University of Oxford’ and the accession number will appear in the caption to each reproduction.

   ii. No Image will be used for commercial advertising and each will appear without overprinting or any other impairment of its integrity as an historical document.

   iii. No part of a historical photograph will be reproduced without the whole work also being reproduced. Where only a part of a photograph is reproduced, the word ‘DETAIL’ will be included in the caption.

   iv. No part of the Image may be manipulated, masked out, cut down, superimposed with typed matter, or in any way defaced without prior agreement.

   v. A suitable reproduction fee will be paid, and a complimentary copy of the publication sent to the Curator of Photographs, Pitt Rivers Museum, South Parks Road, Oxford OX1 3PP.
vi. No other person will be permitted to use the material supplied by the Museum, other than for the Purpose stated on the reproduction rights application.

vii. A license to reproduce in a book or journal also covers eBook rights where both are versions of the same publication. No separate rights application needs to be made to cover eBook rights.

viii. Multimedia applications in respect to electronic publishing rights are however subject to a separate agreement.

5. The rights granted are non-exclusive and time limited and a new application to the Museum must be made for any new edition or further use of images, other than for the Purpose. This also applies to television programmes where permission to reproduce covers one transmission only.

6. Reproduction in any form of images not supplied by the Museum (either as part of this application or a previous application) is strictly prohibited. For instance, the publication of images taken as part of a research visit to the Museum is prohibited.

7. Images cannot be supplied to individuals or companies operating a photographic hire or sales service.

8. Website, commercial (non-publication/advertising) and TV/Film uses are granted for 10 years.

9. No variation of the terms and conditions set out herein shall be effective unless agreed in writing by both parties.
Privacy Policy
In the course of completing this form, you have provided information about yourself ('personal data'). We (the University of Oxford) are the ‘data controller’ for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

How we use your data
We will use your data to provide you with the reproduction(s) you have requested and permission to use them. We need to process your data for this purpose in order to fulfil our contractual obligations to you or to take steps at your request prior to entering into a contractual relationship, and to comply with our legal obligations about Copyright.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?
Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

Retaining your data
We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

Security
Your data will be held securely in accordance with the University’s policies and procedures. Further information is available on the University’s Information Security website (https://www.infosec.ox.ac.uk).

Where we store and use your data
We store and use your data on University premises, in manual and electronic form.

Your rights
Under the General Data Protection Regulation (GDPR), you have the following rights in relation to the information that we hold about you (your ‘personal data’).

- **The right to request access to your data** (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- **The right to request correction of your data.** This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
• **The right to request erasure of your data.** This enables you to ask us to delete or remove your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).

• **The right to object to the processing of your data,** where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.

• **The right to request that the processing of your data is restricted.** This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.

• **The right to request the transfer of your data to another party.**


Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop.

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, you should contact the University's Information Compliance Team data.protection@admin.ox.ac.uk. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

**Contact**

If you wish to raise any queries or concerns about our use of your data, please contact us at data.protection@glam.ox.ac.uk or Data Protection, Clarendon Building, Broad Street, Oxford OX1 3BG.

¹The University’s legal title is the Chancellor, Masters and Scholars of the University of Oxford