

HIGHGATE SCHOOL

Closure Periods for Records

The Museum and Archive applies closure periods to records. This means that they are closed for research, but *not* closed to members of Highgate staff.

1. Closure periods:

1.1 Records are subject to a **40-year closure period**. Some records may be closed longer because they contain personal, sensitive or confidential information.

1.2 Records that fall under the General Data Protection Regulation 2018 are subject to a **closure period of 100 years or lifetime of the individual** if their date of death can be determined.

1.3 Records that are deemed sensitive or confidential are subject to a **closure period of 100 years**. This is both to protect the work and interests of Highgate School, individuals and their families.

1.4 Records that are fragile may be closed to researchers until they have been conserved or a surrogate made (See *Preservation and Conservation Policy* for more information). This is to protect the records from further damage through use.

1.5 Closure periods are calculated from the date of the record or the latest date in the file, whichever is later.

2. Applying for access to closed records

2.1 Researchers can apply for information from a closed school record. The Museum and Archive asks that such requests are made in writing either by letter or by email.

2.2 All requests will be considered carefully by the Archivist in the first instance and then in consultation with the Bursar if appropriate.

2.3 If access is agreed, the researcher will be asked to sign a confidentiality agreement.

2.4 If access is refused and the applicant is not satisfied with the explanation, then appeals can be made to the Bursar.

3. Contact details

Archive
Highgate School
North Road
Highgate
London
N6 4AY

Tel: 020 8347 4421

Email: Archives@highgateschool.org.uk

Website: www.highgateschool.org.uk/about/museum-and-archive