

The University of Melbourne Archives

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The University
of Melbourne
Archives

Explainer: Deed of Undertaking

Images front, clockwise:

Social Work Students, University of Melbourne New Arts Building, September 1958, photographed by Gillian Cook, University of Melbourne Photographs collection, 1993.0098.00001.

Photograph: Georgina Ward (2018), The Citizens' Welfare collection, 1980.0087

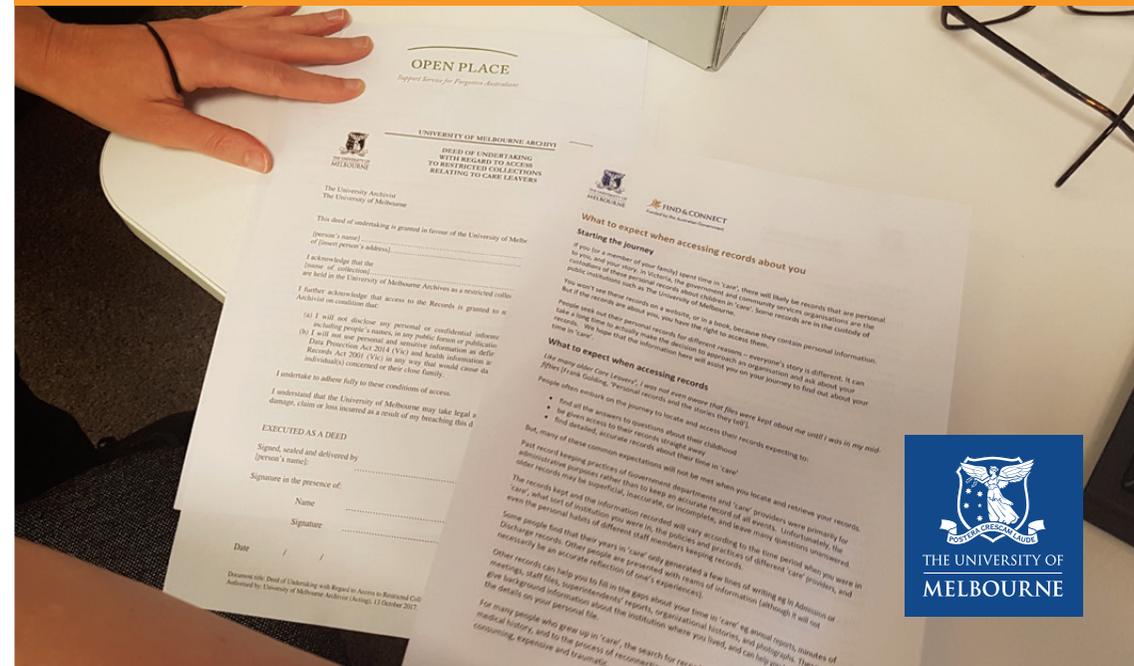
Photograph: Rachel Tropea (2018), What to Expect information sheet and Deed of Undertaking form.

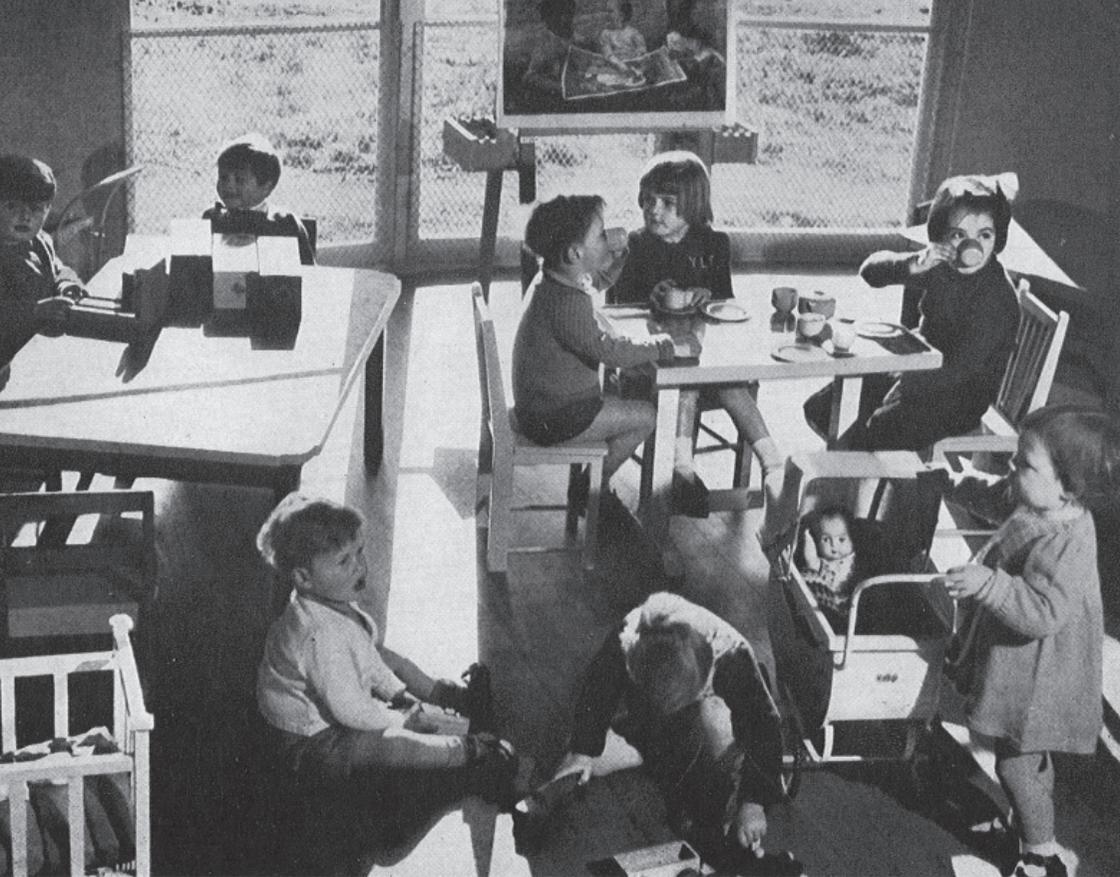
Image inside:

'Toddlers Home Albion Street Brunswick', *Melbourne City Mission 1855-1949*, published 1949, Melbourne City Mission collection, 1989.0090.00035

All images sourced from the University of Melbourne Archives

This Explainer was written in consultation with Find & Connect web resource (URL: <https://www.findandconnect.gov.au/>) staff





How to complete a **Deed of Undertaking with Regard to Access**

The University of Melbourne Archives (UMA) *Deed of Undertaking with Regard to Access* is a legal contract in which you, the signatory, agrees to certain conditions in order to access and where appropriate, copy the records.

Some archival collections at UMA include personal, sensitive and health information. When records contain information about others (third parties), UMA will ask that you sign a *Deed of Undertaking*. This is done to protect the privacy of those mentioned in the records and prevent the misuse of information, as outlined in (a), (c) and (d) in the Deed. The University also protects itself if someone breaches the Deed.

There are some collections which require permission from individuals, families, trustees or organisations outside of UMA to access the records. This is what (b) in the Deed is referring to.

UMA is required to show those who sign the Deed the document: *Guidance on using personal, sensitive and health information in archival collections*. See (d) in the Deed. This mainly applies to researchers who want to publish, but it also includes definitions of personal, sensitive and health information, and the laws outlined in the Deed.

Please know that University staff are always available to help and answer any questions you have.

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]	Your name & address
I acknowledge that the [name of collection] (the Papers/Records) are held in the University of Melbourne Archives as a restricted collection.	Name of collection you want to access
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]: <div style="text-align: right;">Signature</div>	Your signature
in the presence of: <div style="display: flex; justify-content: space-between;"> <div>Name</div> <div>Signature</div> </div>	Name & signature of University staff member
Date / /	
The date you signed	