

COLLECTIONS INFORMATION POLICY

Revision	Revision Date	Owner	Reference	Comment
00 - New	September 2015	Registrar	COL-POL-031-01	New policy to meet legal and ethical standards, and to respond to changes in corporate policy
01	November 2016	Registrar	COL-POL-031-01	Amended with comments from collections colleagues
02	June 2019	Head of Collection Services	COL – POL – 031-001	Rewrite to reflect collections department structure & up to date standards

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1. Introduction

The Royal Armouries (the Museum) is committed to fulfilling its responsibilities in relation to the creation, management, access and security of collections information. Collections Information is the management of all documentation, in its various formats about objects and archives in the collection and related collections management activities.

The Museum is committed to protecting Collections Information and the Intellectual Property Rights of the Museum and of others, and aims to manage all its information and data in a legal, accountable, secure and accessible manner to a professional standard for it to be used for all required purposes.

2. Legal Framework

The Museum will adhere to all national and international statutes of law, including specifically, but not exclusively the General Data Protection Regulation (EU) 2016/679, the Data Protection Act (2018), Freedom of Information Act (2000) and the Environmental Information Regulation (2004).

This policy should be read in conjunction with the other Museum policies, including the Information and Records Management Policy, the Intellectual Property Rights Policy, the Data Protection Policy and the Information Security Policy.

Particular attention is paid to the information about the Museum's substantial and significant collection of firearms. All records will be updated in accordance with the firearms legislation and the Museum's status as a Section 5 license holder, a Museum Firearms License holder and as a Registered Firearms Dealer.

3. Ethical Framework

The Museum will follow national standards, ethical codes and best practice guidelines including, but not exclusively BS ISO 14721 Space Data and Information Transfer, BS ISO 15836 Information and Documentation – the Dublin Core metadata element set, BS ISO 15489 Information and Documentation Records Management, SPECTRUM: the UK Museum Collections Management Standard, ISAD(G): General International Standard Archival Description, and the Royal Armouries' Ethics Policy.

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4. Information Format

Collections Information takes a variety of forms. Historically records have been paper based, but more recently the Museum has moved to more 'made digital' or digitised (where the record was created in a physical, tangible form and has been subsequently recreated, through scanning or photographic techniques as a digital object) and 'born digital' (where the record was created using software and hardware, and saved in a digital format).

The Museum is committed to keeping all records, whether paper or electronic, up to date and in a readable format to ensure their long-term accessibility. The Museum operates a collections management system that enables access and efficient retrieval of information held, and backs up and stores records securely in line with legislation, policy, procedures and best practice. Individual collection policies and procedures have been developed in line with PAS 197: 2009, SPECTRUM guidelines and a risk managed approach (see *Collections Management Procedural Manual*). The Museum is committed to identifying and addressing any documentation backlogs (see *Documentation Plan*).

5. Digital Preservation

The Museum recognises the need to develop sustainable but flexible strategies for managing digital records, whether 'made digital' or 'born digital' so the Museum can actively manage its records to ensure continued and reliable access to authentic digital records.

6. Using Collections Information

The Museum recognises the interest in the Collections Information to a variety of audiences, both internally to staff and more broadly, and is committed to ensuring that Collections Information is made accessible as far as it is legally and ethically possible.

7. Confidentiality

The Museum is committed to ensuring confidentiality, integrity and the physical security of paper and electronic records in its systems and the long-term preservation of these records (see *Information Security Policy*).

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8. Review

This document will be reviewed from time to time, but at least every five years, and specifically following updates in corporate policy and plan, legislation and international conventions.

This document will be reviewed by a panel of collections staff and agreed by the Director of Collections, before submission to Executive Board and the Board of Trustees for approval.

9. Risk Management

The associated risk of non-compliance with this policy is:

Impact of non-compliance: High
Likelihood of non-compliance: Low

10. Effective date

This policy is effective from the date of signing.


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Chair of the Board of Trustees

Date.....24/7/19.....

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