

 <div style="clear: both;"></div> PITSTONE GREEN MUSEUM Pitstone & Ivinghoe Museum Society (PIMS) Registered Charity Number 273931	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">TRACKING No.</td> <td style="width: 50%; padding: 5px;">ACCESSION No.</td> </tr> </table>	TRACKING No.	ACCESSION No.
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Received from: Address: Email: Tel:	Owner: (if different) Address: Email: Tel:		
DESCRIPTION OF OBJECT / COLLECTION (Briefly list the object(s), noting any obvious damage and recording any historic information such as when, where, or how it was found or used. (continue on a new sheet if needed))			
<div style="display: flex; justify-content: space-between;"> Storage location whilst being accessed: No of items: </div>			
REASON FOR ENTRY (tick as applicable and sign.) <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Gift - I offer to give the object(s) listed above to the museum's governing body <input type="checkbox"/> Sale - I offer to sell the object(s) listed above to PIMS <input type="checkbox"/> Identification - I leave the object(s) listed above for identification & undertake to collect these no later than 4 weeks from today or the date shown in this box. </div> <div style="width: 35%;"> Price sought £ </div> </div> <p>I confirm that the information given on this form is correct to the best of my knowledge and belief. I accept the conditions detailed overleaf and have been made aware of the museum's privacy notice.</p> <div style="display: flex; justify-content: space-between;"> Signed: Print: Date: </div>			
TRANSFER OF TITLE AGREEMENT (GIFT/SALE ONLY) (tick as applicable and sign.) <input type="checkbox"/> I, the owner, confirm that I have undisputed title to the object(s) listed above with full power to dispose of the items and transfer such title to the museums governing body. OR <input type="checkbox"/> I, the depositor acting on behalf of the owner(s), confirm that the owner(s) have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to PIMS & that I am authorised by the owner(s) to act on their behalf to that effect. The title of the objects offered above, & subject to the terms and conditions overleaf, is hereby transferred to the governing body of the museum. <div style="display: flex; justify-content: space-between;"> Signed: Print: Date: </div>			
MUSEUM SIGNATORY Receipt of the object(s) described above is hereby acknowledged. <div style="display: flex; justify-content: space-between;"> Signed: Print: Date: </div> <div style="text-align: center;">(on behalf of the museums governing body)</div>			
RETURN OF OBJECT TO OWNER (tick as applicable, and sign) I, the disposer/owner, acknowledge the return of the object(s) described above in a satisfactory condition following: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> identification <input type="checkbox"/> the museum's governing body declining to accept the donation or purchase of the objects </div> <div style="width: 35%;"></div> </div> <div style="display: flex; justify-content: space-between;"> Signed: Countersigned: Date: </div> <div style="text-align: center;">(for the museum)</div>			

TERMS and CONDITIONS for this Object Entry form.

Where referred to; the governing body of the museum is The Pitstone and Ivinghoe Museum Society (PIMS).

USE OF FORM- This form, Object Entry, is used to capture signatures and record details about all objects entering the museum. In the case of donations and sales, this form is the first step in transferring ownership of the object and its associated intellectual property to the museum, should the museum decide to accept or purchase the object. Objects may be allocated a tracking number whilst the object(s) are accessed or investigated. The outcome, transfer of title or return to Owner, where applicable is recorded.

NOTE - Borrowed items are addressed and recorded on Form 02 Loan In.

OBJECTS OFFERED FOR GIFT OR SALE: I understand that if the Museum should decline to accept any of the object(s) described above I will collect the object(s) from the Museum at a mutually agreed time, and If I do not collect the object(s) I agree to the Museum disposing of it(them) in any way it deems suitable.

OBJECTS LEFT FOR IDENTIFICATION: Items left for Identification should be collected no later than 4 weeks from today or a mutually agreed date, and that if I do not collect the object(s), I agree to the museum disposing of object(s) in any way it deems suitable.

PRIVACY NOTICE The text below is extracted, from the PIMS Privacy Notice, for convenience only and the case of any variance the issued document shall be the definitive.

1.5 Accession, rationalisation and identification

1.5.1 Purposes of processing your personal data

Accession and rationalisation are the processes by which items are added to or removed from the museum collection. We may also provide an identification service. In order to carry out these processes, we need to collect information of the people providing the items, and the people receiving the items if they are leaving our collection. This information allows us to track where an item has come from and where it has gone if it is no longer in the collection. The same reason applies when object(s) are loaned out, or have been borrowed, to and from other bodies.

1.5.2 Categories of personal data and lawful basis

We will need to collect the following information from you:

- contact details.

Under data protection legislation, this processing is allowed because it forms part of the performance of a contract.

1.5.3 Who we share your personal data with.

If an item donated to the museum is sold, or passed, to another organisation, the accession data (including the donors contact details), will be passed to that organisation. This ensures the provenance and history of the item is

1.5.4 How long we hold your personal data

The information collected in this process forms part of the historic record, and so is kept permanently.

OFFICE USE ONLY. (tick as applicable, initial and date)

<input type="checkbox"/>	Accession register (all locations) updated	Initial:	Date:
<input type="checkbox"/>	Object movement register amended	Initial:	Date:
<input type="checkbox"/>	Catalogue / Intranet updated	Initial:	Date:
<input type="checkbox"/>	Item returned to depositor / owner	Initial:	Date: