

 <div style="clear: both;"></div> <p>PITSTONE GREEN MUSEUM Pitstone & Ivinghoe Museum Society (PIMS) Registered Charity Number 273931</p>	<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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<p>Recipient details (when applicable) Address:</p> <p>Email: Tel:</p>	<p>Carrier's details (where applicable) Address:</p> <p>Email Tel:</p>															
<p>DESCRIPTION OF OBJECT / COLLECTION (Briefly list the object(s).</p>																
<p>REASON FOR EXIT (tick as applicable and sign.)</p> <p><input type="checkbox"/> Rationalisation of museum collection</p> <p><input type="checkbox"/> Dispatch for disposal / dispersal - condition is unsalvageable</p> <p><input type="checkbox"/> Return to Owner - for items not recorded on a loans in form</p> <p><input type="checkbox"/> Other reason (as stated)</p> <div style="border: 1px solid black; height: 20px; width: 750px; margin-top: 5px;"></div>																
<p>METHOD OF EXIT (tick as applicable and sign. NOTE two signatures are required for object disposal)</p> <p><input type="checkbox"/> Gifted to other person or body identified above.</p> <p><input type="checkbox"/> Sold: Monies made payable to Pitstone & Ivinghoe Museum Society only</p> <p><input type="checkbox"/> Destruction or Waste Disposal</p> <p><input type="checkbox"/> Despatch by Carrier</p>																
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<p>OFFICE USE ONLY. (tick as applicable, initial and date)</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Anonymous item - Not found in Accession register</td> <td style="width: 20%;">Initial:</td> <td style="width: 30%;">Date:</td> </tr> <tr> <td><input type="checkbox"/> Accession register (all locations) amended</td> <td>Initial:</td> <td>Date:</td> </tr> <tr> <td><input type="checkbox"/> Object movement register amended</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Catalogue / Intranet amended</td> <td>Initial:</td> <td>Date:</td> </tr> </table>		<input type="checkbox"/> Anonymous item - Not found in Accession register	Initial:	Date:	<input type="checkbox"/> Accession register (all locations) amended	Initial:	Date:	<input type="checkbox"/> Object movement register amended			<input type="checkbox"/> Catalogue / Intranet amended	Initial:	Date:			
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TERMS and CONDITIONS for this Object Exit form.

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

USE OF FORM - This Object Exit form is used to authorise the removal of objects from the accession register and or the museum site. Such objects are no longer the responsibility of the museums governing body and are to be removed from the museum premises. This form is also used where objects entry is anonymous and has not recorded on other forms. High value anonymous items should be photographed and allocated a tracking number.

When object(s) for which PIMS has the title to become available for permanent removal from the accession register for whatever reason is preferred that each Object Exit form be limited to one object as referenced by the unique accession number. Multiple objects may be covered if they are a related family of objects identified by the same accession number.

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.

For Office use only: