



BLOG ARCHIVING AGREEMENT

The Expatriate Archive Centre is a non-profit, independent archive that collects and preserves life stories of expatriates worldwide for academic research. The aim of the blog archiving project is to collect and preserve the expat blogs for future research.

This Blog Archiving Agreement (the “Agreement”) constitutes a legal, binding agreement between the Expatriate Archive Centre (the “EAC”) and _____ (“Blogger”) for blog archiving.

1. Contact Information of Blogger

Gender (<i>please select</i>):	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
First Name(s):			
Family Name(s):			
Other Relevant Names used (including maiden name, nicknames, etc.):			
Name of donating Organisation/Institution: <i>(if applicable)</i>			
Email Address		Telephone(s)	

2. Blog(s) Details

Please supply a detailed summary of the blog(s) content including website link(s), name(s)¹, type(s)², and date(s) of creation³. Please be as specific as possible.

Website link(s), name(s), type(s) and date(s) of donated material:

Apart from the blogger(s), does the blog(s) and/or the information given in this agreement contain personal data and/or photos of still-living individuals, such as full names, postal and/or email addresses, phone numbers, date of births/deaths, bank details (*please select*)?

Yes

No

Apart from the blogger(s), does the blog(s) and/or the information given in this agreement contain sensitive personal data of still-living individuals, such as data relating to racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life and/or criminal history (*please select*)?

Yes

No

3. Conditions of Access and Agreement to Use of Blogs

Is the entire blog(s) publicly accessible without restrictions (*please select*):

Yes

No

¹ Please transcribe formal title(s) exactly as to wording, order and spelling. If appropriate, abridge a long formal title, but only if it can be done without loss of essential information.

² E. g. blogs, photographs, etc.

³ E. g. exact days, time spans, etc.

Only if no, please select and specify:

The following blog records within the collection will be restricted for research until
(specify date): _____⁴

Restricted information and/or records:

Does anybody, apart from the blogger, have any copyright⁵ or and/or other intellectual property rights with regard to the blog(s) content (please select):

Yes

No

Only if yes, please specify⁶ and fill out Annex II:

Records with copyright and/or other intellectual property rights:

⁴ For example, restrictions with regard to copyright, privacy, rights with regard to one's portrait, business secrets, trademarks, design rights, etc.

⁵ In general, the creator of a 'creative work' (music, photograph, text, etc.) holds copyright on that work. If you are unsure whether there are copyright or other intellectual property rights on the records, please fill in your hesitation in Annex II.

⁶ In addition please specify whether or not Blogger is entitled to give out a license to EAC for these records.

Does the blogger grant the EAC the right to allow quotation and/or publication of parts of the blog(s) including online⁷ or by way of additional electronic formats to promote the EAC and its initiatives (*please select*):

Yes
 No

Only if yes, please specify which parts of the blog(s) are permissible for use by the EAC and under which conditions:

<i>Part(s) of blog(s)</i>	<i>Condition of use</i>

The EAC will use the Oxford Style Manual when citing the blog(s)⁸.

4. Ownership, Access, Copyright and Intellectual Property Rights

4.1. The blogger agrees to the preservation and use of the blog(s) content in accordance with the EAC's missions and objectives, as stated in Annex III.

⁷ For the purpose of this agreement, 'online' is understood to mean on the Worldwide Web and any future successor technologies.

⁸ For example: Tan, Siu-Lan, 'Why does this Baby Cry when her Mother Sings?' [including video], OUPblog (5 Nov. 2013), <http://blog.oup.com/2013/11/why-does-this-baby-cry-when-her-mother-sings-viral-video/>, accessed 9 Nov. 2013.

- 4.2. The blogger agrees to the EAC archiving his/her blog(s) using “Archive-It”⁹, service developed by the Internet Archive¹⁰. This service is a web-based application designed for organisations interested in archiving, accessing and managing web content.
- 4.3. The blogger agrees to the storage of the blog(s) content and information at one of the Internet Archive’s data centres.
- 4.4. The blogger agrees to the applicability of Dutch copyright law to the archiving, preservation and use of the blog(s) content.
- 4.5. The blogger warrants that he/she is the sole and absolute owner/custodian of the blog content and has licenses where needed, has the full unrestricted rights to the records and does not infringe upon or violate any intellectual property right of any third party.
- 4.6. By date of full signature of this agreement, the blogger assigns to the EAC rights to archive the blog(s)¹¹. This assignment is accepted by the EAC. This assignment entails, by all means, the right of the EAC to archive the blog(s), make them publicly available for an unlimited amount of time without further consultation with the blogger unless otherwise specified within this agreement.
- 4.7. The blogger releases and indemnifies the EAC from any liability resulting from any claim of intellectual property rights or copyright infringement arising from this agreement, including third party claims. The blogger declares that no licenses relating to the blogs have been granted to third parties.

5. Terms and Conditions of Archiving Management

- 5.1. The EAC manages any blog(s) content and all personal data provided to the EAC in this agreement, according to applicable Dutch legislation regarding privacy, personal data, copyright and archives management.
- 5.2. The EAC will not use personal data for purposes, other than the purpose for which they have been provided to the EAC. The EAC will use personal data compliant to its Privacy Statement, which is added as Annex IV to this agreement.
- 5.3. The blogger indemnifies the EAC for any liability as a result of the provision of personal data of the blogger or others, by the blogger.
- 5.4. In addition to research, the blog(s) provided to the EAC may be used for the purposes of EAC Public Relations, Print Materials, Website, Social Media, EAC Publications or others as specified by the blogger in section 3.
- 5.5. The EAC does not anonymise data entries in their archival management software. Access to such data is limited to EAC staff, EAC-approved researchers and volunteers under restricted access conditions.¹²

⁹ <https://archive-it.org/>.

¹⁰ <https://archive.org/index.php>.

¹¹ See article 3, ‘Conditions of Access and Agreement to Use of Records’, copyright owner of donated records.

¹² All staff, volunteers, interns and researchers must sign an agreement to abide by privacy regulations.

- 5.6. When the blogger is deceased and no rightful heir is known or can be traced, the director of the EAC decides on disclosure issues, in case the blog(s) have limited access at the time of the request for disclosure, still taking into consideration the abovementioned article 5.8 in case information in these records can be traced back to be personal data of a still-living individual.
- 5.7. This agreement can be terminated without cause by either party by giving (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination. The previously archived data will stay publicly available.

6. Acceptance

The EAC trusts that the above given information is correct and will not accept liability and/or responsibility for any consequences which may arise from faulty or missing information.

In case of faulty or missing information, the EAC reserves the right to process the blog(s) content according to Dutch and EU law, EAC statutes and policies.

By signing this agreement, the blogger agrees that the shared blog(s) is in accordance with the provisions stated in this agreement.

Date

Date

Name (Blogger)

Name (director of the EAC)

Signature

Signature

Annex I – Additional Biographical Details

In order to help us process your blog, we would appreciate if you supply us with as much additional information about the creator(s) and related persons as possible, including locations, name(s) of partners and children, date and place of birth/death, etc. This information is only stored by the EAC for archival purposes and will never be publicly available.

<i>Locations of Blogger(s):</i>		
<i>Year – Year</i>	<i>Country</i>	<i>Place</i>

<i>Nationality of Blogger:</i>
<i>Blogger's date(s) of birth:</i>
<i>Blogger's place of birth:</i>
<i>Blogger's weblog or any other digital link:</i>
<i>Additional information such as e. g. name of employers, position etc.:</i>

Information about partner(s) and children of Blogger(s)
<p>First name and family name:</p> <p>Date and place of birth/death:</p> <p>Relation to Blogger:</p> <p>Other Information*:</p>
<p>First name and family name:</p> <p>Date and place of birth/death:</p> <p>Relation to Blogger:</p> <p>Other Information*:</p>
<p>First name and family name:</p> <p>Date and place of birth/death:</p> <p>Relation to Blogger:</p> <p>Other Information*:</p>
<p>First name and family name:</p> <p>Date and place of birth/death:</p> <p>Relation to Blogger:</p> <p>Other Information*:</p>
<p>First name and family name:</p> <p>Date and place of birth/death:</p> <p>Relation to Blogger:</p> <p>Other Information*:</p>

* e. g. date of marriage, weblog or any other digital link, etc.

Annex II – Intellectual Property Rights of Third Parties

Please fill out the form below, if you have any hesitations about content which might be the intellectual property of third parties, such as copyright, model rights or trademarks.

<i>Name of rights holder</i>	<i>Type of material¹³</i>

If you have a license to use the work, please mention these licenses below.

<i>Name of rights holder</i>	<i>Type of material¹⁴</i>

¹³ E.g. a photo or text.

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Annex III – Expatriate Archive Centre Mission and Objectives

The Expatriate Archive Centre (EAC) mission is to collect and preserve the life stories of expatriates worldwide for future research. The EAC is a unique, non-profit, independent archive based in the Netherlands, with a global outreach.

The EAC objectives are:

- to curate and preserve unique source material documenting the experiences of expatriates of all nationalities and backgrounds;
- to establish a centre of excellence for expatriation research;
- to give the life stories of expatriates their rightful place in global migration history.

The EAC exists to facilitate quality research that promotes and enhances a better understanding of expatriate life. Research topics and conclusions are not opinions held by the EAC but are the sole ownership of the researcher.

Annex IV – Donation Privacy Statement

We respect privacy. We only process personal data in line with the purpose for which they were provided to us and in conformity with the General Data Protection Regulation (GDPR).

About us

The Expatriate Archive Centre (hereinafter: 'EAC') is the controller with regard to the processing of the personal data in the materials under the GDPR.

Our contact details are:

Expatriate Archive Centre
Paramaribostraat 20
2585 GN The Hague
Chamber of Commerce: 41159441

Which data do we collect?

We collect personal data in our archive for historical and scientific purposes. We focus on the material that represents the multifaceted aspects of expatriate life. Our main focus is on unique personal writings such as letters and diaries, which can be supplemented by other relevant material like photos and films.

These collections may contain personal data of still-living persons, which are provided to us by the blogger. These data may include names, date of birth/death, nationality/citizenship, and profession. In our archive, we may also process personal data on racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, trade union membership, physical or mental health or condition, and sexual orientation.

For what purpose do we use personal data?

The personal data contained in the archive are collected and preserved for the historical and scientific purpose of keeping the life stories of expatriates worldwide for future research. In addition to that, we may use anonymised personal data for EAC Public Relations, Print Materials, Website, Social Media, EAC Publications or others.

With whom do we share personal data?

We use the services of LAN Services, who take care of the online back-up of our digital files. More information about the policy of LAN Services can be found here: <https://www.lan-services.nl/>. The server is located on our own premises. All personal data is stored by us or our processors in a country in the EU / EEA or in an adequate country and we have concluded a processor agreement with our LAN services to process your personal data safely.

Our archive management system runs on the Adlib software of Axiell. In order to perform updates and maintenance of this system, the staff members of Axiell may receive access to the

personal data stored in our archives. More information on the privacy policy of Axiell may be found here: <http://www.axiell.com/onlineprivacypolicy/>.

Taking the terms of your agreement into account, the EAC makes archived blogs available to researchers and other parties approved by the EAC. Public blogs will be archived and will be available to the general public. If any additional personal information that is mentioned in this agreement is shared with volunteers, interns or other approved parties, these parties sign a confidentiality agreement.

Your rights

We would like to inform you about the rights you have and the influence you can exert on the processing of your personal data. If you want to exercise one of these rights, please contact us by e-mail at welcome@xpatarchive.com.

Access, rectification and erasure

You have the right to know what personal data we process about you and you may then request that it be rectified or deleted.

Restriction of processing

You have the right to ask us to limit the processing of your personal data, for example, if the data is no longer correct, the processing is unlawful, if we no longer need your personal data or we are awaiting a decision on the objection you have made against processing.

Right of objection

You have the right to object to the processing of your personal data. If you object to the use of personal data for the purposes of direct marketing, we will no longer use your personal data for this purpose.

Data portability

You have the right to receive your personal data from us in a structured, commonly used and machine-readable form, so that you can transfer it to another party, if you have given us permission to process your data and when the processing was done automatically.

Withdraw consent

If we have obtained your data for a certain purpose on the basis of your consent, you may withdraw this consent at any time. Withdrawal of consent does not affect the lawfulness of the processing that occurred prior to the withdrawal.

Complaints

Do you have complaints about how we handle your personal data? You have the right to submit your complaints to the supervisory authority within your Member State.

Security of personal data

We have taken appropriate technical measures to protect personal data against loss or other unlawful forms of processing. These measures ensure a level of security appropriate to the data that we process.

Terms of an accession of materials into our archive are discussed and agreed upon with the contributing party, on a case-by-case basis. Upon request of the blogger of materials, these materials – or part thereof – can be kept closed for a number of years (maximum 50) and/or all identifying information can be disguised when it is used for research purposes.

Retention period

The personal data that applies to our archive and is stored in our archive, will be stored indefinitely, for historical and scientific purposes. The personal data in our archive will, however, be removed or made anonymous once they are no longer necessary for the research purpose of the archive.

Modifications

We reserve the right to change this privacy statement. These changes take effect at the time of implementation. If you have provided us with your email address, we will notify you of these changes by email.