

## **Inclusive Archives Rules**

Welcome to the Inclusive Archive! When you join the Inclusive Archive you agree to a few rules. The rules are to make sure everyone can take part and be safe.

These are the rules for our 'beta' archive. The word beta means this version of the archive is like a 'test'. By becoming a member of the archive you are helping us test the archive and to see how it can be made better.

These rules are 'beta' too. If you have any feedback let us know. Are these rules easy to understand? Could we make them easier? Have we left anything important out of the rules?

If you want to talk to us about these rules, let us know.

Email: [contact@inclusivearchive.org](mailto:contact@inclusivearchive.org)

### **About the Inclusive Archive**

1. The Inclusive Archive is a website where you can add pictures, videos, sounds clips, documents and other things. This can help you to tell your story.
2. The Inclusive Archive website is password protected and you can decide who you want to share your story with.
3. It is important that you think carefully about sharing your story. This starts with being thoughtful about what content you choose to add to the Inclusive Archive.

### **Don't break the Law**

4. Be nice – be nice and respect other users. Don't put things which will offend, embarrass or hurt the feelings of other people.
5. Be honest – everyone is responsible for their own content on the Archive. Always think about what you add or say. Don't add or share incorrect information.
6. Don't steal. Ask others for permission before you put their things in the Archive. Be careful not to include people in your photos who may not have given you permission e.g. People who are visible in the background. Don't upload things that are not yours.

7. If content is added which is not nice and respectful and might cause offence, we will remove it.

### **Stay safe**

8. Keep your password and username private. Never tell anyone your password.
9. Use a password that is hard for someone else to guess. For example, don't use your name or the word 'password'.
10. Carefully consider what personal information you put on the Archive. Personal information includes: your name, address, telephone number etc.
11. Tell someone. There is a report content button on the Archive that you can use, if you wish to raise a concern. In addition you can contact us if you see or hear something which concerns you when looking at the Archive.

## **Our promise to you**

1. The Inclusive Archive website is based in England so it comes under English Law.
2. We will not share your personal information with anyone. We will follow the law called the Data Protection Act 1998 to make sure we're doing this legally, securely and safely.
3. We might need to share your personal information when this is legally required from us. For example if you break the Law.
4. We will never sell your personal information.
5. We will always keep your information safely and securely.
6. You can change the information we hold on you at any time – just let us know. For example, if you change your e-mail address.
7. We hope our Inclusive Archive will be always available online. Sometimes it might not be. We might need to do some work on it so there might be times when you can't access it.