

## Thesis Restricted Access Application Form – Confidential / sensitive information

### Criteria

The thesis contains personal identifying data which the author does not have permission to share in the public domain. Note that it would not normally be expected that identifying information is left in a thesis, so this restriction should be used very rarely.

**Before requesting a restriction, the thesis author must explore the following alternate options:**

- Ensure any sensitive / identifying information is properly anonymised
- Restrict any sensitive information to an appendix and provide the library with both a full copy and one with the relevant appendix removed allowing it to be made publicly accessible
- If it is necessary to include identifying information in the copy submitted for examination, ensure that it is restricted to an appendix and deposit the original and a copy with the appendix removed (Only the redacted copy will be openly available)
- Deposit the original and a copy with all instances of sensitive data redacted (Only the redacted copy will be openly available)

Only if the sensitive information is so pervasive within the text that it is impossible to redact; or it's removal substantially undermines the academic value of the thesis, is it permissible to request an embargo.

**Requests to access a copy of a thesis containing confidential/sensitive information will be automatically declined**

<b>Max Embargo Period:</b>	As long as required to satisfy data protection legislation (permanent is permissible)
<b>Extension Permitted:</b>	N/A
<b>Authorisation:</b>	Supervisor and PGR Lead to complete declaration in Section 2
<b>Evidence Required:</b>	Describe what sensitive information is included in the thesis, why this information is fundamental to the academic value of the thesis and explain why anonymisation and/or redaction are not possible

**You can download further guidance on completing this form [here](#)**

**Section 1 – General information and student declaration**

**Surname (Family Name):**

**Forename(s):**

**Title (Dr, Ms, Mrs, Mx, Mr etc.):**

**Student ID Number:**

**College:**

**School/Department/Institute:**

**Degree (e.g. PhD):**

**Date of entry into this programme of study:**

**University email address:**

**Personal / other active email address\*:**

**Expected month and year of degree conferment:**

**(usually July or December)**

**Supervisor name(s):**

**Funder(s) acknowledged in thesis:**

*\*Please provide an email address that will be checked regularly and we can use to contact you about your thesis/embargo after you have graduated*

By signing this form I confirm that:

1. It is necessary that my thesis is embargoed and it meets the criteria laid out in Section 2
2. I have fully completed section 1 and section 2 of this form and obtained the required authorisation
3. My request is compliant with the requirements of all funders acknowledged in my thesis
4. I understand that Library Services will calculate the embargo end date based on the last day of the month of my degree congregation plus the embargo duration I have specified in Section 2
5. I understand that unless I have indicated copy requests can be approved by Library Services:
  - a. While under embargo the thesis will not be shared with anyone (including my supervisor) without the express permission of myself (or a person I have optionally nominated under Section 2)
  - b. Library Services will contact me and/or a person I have nominated to consider any requests for access to my thesis. If I do not respond within 28 working days, such requests will be denied.
6. I have provided an email address that will remain active and be checked regularly following my graduation.
7. I understand that my thesis will become publicly accessible via the eTheses repository on the day following the embargo end date unless I have made a successful extension request at least 28 days prior to the embargo end date.
8. I understand that to facilitate its deposit and preservation in accordance with University regulations, a limited number of Library Services staff will have access to my thesis irrespective of any embargo imposed.
9. The personal information I have provided in this form will be held by the University for the duration of the embargo, plus 1 year.
10. I understand that I can request the early termination of an embargo should circumstances change. To do so, please contact [ubira@contacts.bham.ac.uk](mailto:ubira@contacts.bham.ac.uk)

**Signed (type or upload)**

**Date**

## SECTION 2: Embargo detail and authorisation

### Embargo duration

Years (permanent is permissible)

### Detail supporting evidence below:

#### To be completed by your Supervisor

I confirm that the inclusion of sensitive data in this thesis is necessary and that it's redaction, or separation from the main body of text would substantially undermine the academic value of the thesis.

**Supervisor name:**

**Signed (type or upload):**

**Date:**

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#### To be completed by your PGR Lead

Based on the supporting evidence provided above, I agree that it is necessary to embargo this thesis on the grounds that it contains confidential / sensitive information which cannot reasonable be removed or anonymised

**PGR Lead name:**

**Signed (type or upload):**

**Date:**

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**ONCE THIS FORM HAS BEEN COMPLETED AND APPROVED, IT SHOULD BE UPLOADED TO E-THESIS ALONG WITH YOUR THESIS DEPOSIT.**