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**OTTO VON HABSBURG FOUNDATION
RESEARCH REGULATIONS**

2021

The present Regulations regarding the use of the Collection's holdings for research purposes and the operation of the research room of the Otto von Habsburg Foundation (hereinafter: Foundation) are based upon the following legislation:

- a) Act LXVI of 1995 on public records, public archives, and the protection of private archives (Archives Act hereinafter: AA.),
- b) Decree no. 27/2015 (V. 27.) of the Ministry of Human Capacities on professional requirements related to the activities of public archives and private archives open to the public (hereinafter: Decree),
- c) Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: General Data Protection Regulation [GDPR])
- d) Act CXII of 2011 on the right to information self-determination and the freedom of information (hereinafter: Infoact),
- e) Act I of 2010 on civil status procedure (hereinafter: Csact),
- f) Act LXXVI of 1999 on copyright, and
- g) Act CLV of 2009 on the protection of classified information(Pciact)
- h) Act LXIII of 1992 on the protection of personal data and the disclosure of data of public interest (Data Protection Act, hereinafter: DPA).

Legal regulations regarding the operation of the Library:

Acts

Act CXL of 1997 on museums, public library services and public education;

Act XCIX of 2016 on the Otto von Habsburg Foundation;

Ministerial decrees

Decree no. 22/2005 (VII. 18.) of the Ministry of National Cultural Heritage on the rules for the management and registration of old and rare library documents for preservation;

Decree no. 14/2001 (VII. 5.) of the Ministry of National Cultural Heritage on the supervision of libraries;

Decree no. 7/1985 (IV. 26.) of the Ministry of Culture on the notification of library materials;

Joint decree no. 3/1975 (VIII. 17.) of the Ministry of Culture and the Ministry of Finance on regulations regarding the control of the library stock (inventorying) and the deletion of documents from the library stock;

European Union regulations, directives, recommendations

Commission Recommendation 2011/711/EU (27 October 2011) on the digitisation and online accessibility of cultural material and digital preservation;

Directive 96/9/EC of 11 March 1996 on the legal protection of databases.

Chapter 1.

GENERAL RULES

1. Aim of the Regulations

The aim of the present Regulations is to regulate the access to and searchability of the documents preserved in the (archival and library) Collection [hereinafter: Collection] of the Otto von Habsburg Foundation and the use of the research room in accordance with the legislation in force.

2. Scope of the Regulations

- 2.1. The personal scope of the Regulations applies to all employees of or persons working with other types of contracts for the Otto von Habsburg Foundation, as well as to all natural persons (hereinafter referred to as "researchers") and legal persons who carry out research in the Collection of the Foundation.
- 2.2. The material scope of the Regulations extends to the holdings in the Collection of the Foundation.

Rules regarding the archival collection

Chapter 2

RULES OF RESEARCH

1. General rules of research

- 1.1. The archival holdings are open for research to any Hungarian or foreign citizen who accepts the present rules, and the related acts and regulations. A researcher's ticket may be issued for those under the age of 18 if parents assume the responsibility. (The Declaration of responsibility can be found in Annex 12 of the Regulations.)
- 1.2. Research is free of charge, but permission is required.
- 1.3. To carry out research, it is necessary to submit a research application. The research permit issued is valid from the day of permission until the end of the same calendar year, or until withdrawal.
- 1.4. Information on the Collection can be found on the website of the Foundation, and in the aids and guides in the research room.
- 1.5. Researchers may inquire via phone, post, e-mail or personally before requesting an official research permit.
- 1.6. The research permit allows the use only of the part of the Collection, which is related to the given topic or subject, if it is not subject to research restrictions, and its research aids.
- 1.7. The organised, digitised documents with research aids may only be used in the research room.
- 1.8. In case research is carried out by groups or with an accompanying person (e. g. interpreter, translator, expert, etc.) every member of the group must ask for a properly fulfilled research permit.
- 1.9. Research in the research room is allowed only with a valid researcher's ticket and research permit. The research application form is also downloadable from the Foundation's website(<http://www.habsburgottoalapitvany.hu>).
- 1.10. The researcher may ask for a digital copy of the documents researched at his/her own expense.

- 1.11. Those carrying out research for an institution or as a representative must verify the identity of the institution or person authorising him/her.

Chapter 3

PROVIDING THE CONDITIONS FOR RESEARCH, USE OF THE RESEARCH ROOM

1. Providing the conditions for research

- 1.1. Anyone can freely access and search the aids and information published electronically on the Foundation's website without enrolment or registration.
- 1.2. The Foundation provides a research room adequate for the purposes of research the holdings of the Collection. Research may only be carried out in the research room during its opening hours on the computers available in the room.

2. Place of research

- 2.1. The research room can be found under the address given on the website of the Foundation.
- 2.2. It is necessary to register in advance for research in the research room (in person, by phone or e-mail) and to make an appointment. Information can be requested on paper, by phone or electronically through the contacts to be found on the website of the Foundation (<http://www.habsburgottoalapitvany.hu>).

3. The time of research

- 3.1. The opening hours of the research room are determined by the director. Alterations in the opening hours are published in the reading room and on the internet (website, Facebook, newsletter, etc.) by the Foundation.
- 3.2. The research room is closed every year in August and during the Christmas holidays. The exact dates are specified on the internet (website, Facebook, newsletter, etc.) by the Foundation.

4. User of the reading room

4.1. Behaviour in the reading room

- a) The generally accepted rules of civilised behaviour should be applied in the reading room.
- b) Only persons may use the research room whose behaviour and appearance do not disturb the work of the Foundation's staff and researchers and the proper use of the services.
- c) The order of the research room is supervised by the designated staff member of the research service.
- d) No bags, backpacks or materials threatening the integrity of documents such as food, drink may be brought to the research room. The researcher may put his/her bag and valuables into a lockable cabinet before starting research.
- e) Eating, drinking, making noise, using a mobile phone, and smoking is forbidden in the research room.
- f) The researcher must take care of the integrity and order of the documents made available to him. No document may be taken out of the research room.
- g) Upon request of the research room supervisor, the researcher must use the protective equipment (e. g. thread gloves) necessary for the protection of the documents (e. g. charters, photos, etc.) which is provided by the staff of the research room before starting research.

- h) If the staff of the research room detects intentional negligence, use of prohibited equipment or damage, suspension of the research can be initiated, as well as the temporary or permanent withdrawal of the research permit.
- i) If the researcher causes damage to the equipment of the research room, he/she is liable for damages.

4.2. Equipment that can be used during research

- a) Only equipment necessary for research (e.g. portable personal computer, notepaper, graphite pencil, eraser, magnifying glass, etc.) may be brought into the research room.
- b) Only pencil may be used for taking notes in the research room.
- c) No writing of any kind is allowed on the archival records of the Collection, and the notepaper must not be put on top of the document either.
- d) No foreign material, sticky note or any note may be put in the archival material.
- e) The computers in the research room provided for researchers serve the facilitation of research-related administration, and the access of electronic finding aids and digital content. No document belonging to the Collection may be researched on the tables used for the computers.

5. Tasks of the research room staff

- 5.1. The supervision and operation of the research room is the responsibility of staff members of the Foundation assigned for this task.
- 5.2. It is the duty of the research room supervisor before the beginning of research
 - a) to inform the researchers about what is required prior to the beginning of research, what are the administrative duties, and about the order of the research room,
 - b) to provide technical information,
 - c) to provide access for the researcher to search aids prepared to the holdings of the Collection (to describe their use and content if necessary),
 - d) to inform the researcher of any possible limitation with respect to the research of documents,
 - e) to register researchers, the archival records issued and research events,
 - f) to monitor the order and integrity of documents issued to researchers,
 - g) to ensure that the holdings of the Collection can be researched safely without any damage,
 - h) to hand over the ordered hard copies prepared and paid for to researchers.
- 5.3. The research room staff is responsible neither for interpreting (e.g. reading, translating, explaining) the archival materials of the Collection issued for research, nor for processing them on behalf of researchers.

Chapter 4

RESEARCH IN THE ARCHIVAL MATERIAL

1. Registration

- 1.1. It is possible to work in the research room only with a valid researcher's ticket (Annex 4 of the Regulations) and a research permit (Annex 1 of the Regulations).
- 1.2. The Foundation issues a researcher's ticket to the person carrying out research in its Collection' holdings before starting the research. The researcher's ticket and the research application must be renewed annually.
- 1.3. The research room staff registers the following data on the researcher form

- a) data identifying the natural person (name, place and date of birth, mother's name),
 - b) address (in case of a researcher from abroad also the temporary address in Hungary),
 - c) contact details,
 - d) citizenship,
 - e) number of identity document (identity card/passport),
 - f) aim, topic, period of the research,
 - g) name of the organisation supporting the research.
- 1.4. When filling in the researcher form, the researcher's attention is drawn by the research room staff to the privacy notice of the Foundation's research service (Annex 3 of the Regulations) which is available for consultation in the research room and on the website.
- 1.5. When filling in the researcher form, the applicant has to declare that he/she
- a) will comply with the Research Regulations,
 - b) will comply with data protection rules,
 - c) acknowledges that the researcher's ticket does not guarantee the acquisition of copyright to the Collection's holdings made available to the applicant.
- 1.6. The research application must be accompanied by a statement of support (Annex 5 of the Regulations) issued to the researcher by a body with a public-service mission carrying out scientific research in accordance with its designated purpose granted on the basis of the researcher's detailed research plan (Annex 13 of the Regulations).
- 1.7. Together with the research application the researcher must fill in a researcher's statement declaring that he/she has read and accepted the Regulations and is using the document made available in digital format or part thereof for his scientific or private research and will not forward or disclose it to a third person. The researcher also declares that he/she will process and use the personal data he/she has accessed and collected respecting the provisions of the Infoact regarding data processing. Furthermore, the place of data processing must also be indicated in the statement (Annex 2 of the Regulations).
- 1.8. Filling in the researcher form
- a) may take place in the research room after preliminary registration in person,
 - b) may take place online, sent in e-mail to kutato@hoal.hu
- 1.9. After filling in the researcher form and checking data, the research room supervisor issues the researcher's ticket.
- 1.10. The researcher's ticket
- a) is personal, non-transferable,
 - b) is valid until the end of the calendar year,
 - c) may be renewed online or by post, submitting the research application again,
 - d) may be issued only for a specific research topic,
 - e) must be requested for each individual research topic.
- 1.11. Conditions for issuing a researcher's ticket
- a) the researcher signs a declaration of compliance with the research regulations,
 - b) in case of scientific research involving personal data, the statement of support, specified in section 24 of the Act LXVI of 1995, is submitted,
 - c) in case of research for private purposes involving data regarding himself/herself or his/her family, the researcher must identify himself/herself.
- 1.12. All the records must be made accessible for the researcher possessing a researcher's ticket which are researchable under relevant sections of the AA, the Infoact, and other legislation in force.
- 1.13. Issue of the researcher's ticket may be refused by the director of the Foundation by providing a written explanation.
- 1.14. Withdrawal of the researcher's ticket

- a) In case of a breach of the rules of the research room, the director of the Foundation decides on the withdrawal of the researcher's ticket on the basis of the written proposal of the research room supervisor.
- b) The researcher's ticket must be withdrawn temporarily or definitively from the researcher who
 - misappropriates the Collection's holdings,
 - removes a document from the research room,
 - intentionally or negligently damages the material,
 - arbitrarily alters the order of the archival material issued to him/her and refuses to restore its order even after repeated request,
 - exhibits inappropriate (rude, aggressive, abusive, etc.) behaviour towards research assistants and other researchers,
 - disturbs the work of other researchers,
 - violates the provisions of the law applicable to research, the Research Regulations, or restrictions on the use and disclosure of material from the collection.
- c) Following any measures taken against the researcher, the research room supervisor must record the event in minutes, and at the same time suspends the researcher's ticket of the researcher, and immediately withdraws the archival material used by the researcher.
- d) The director of the Foundation makes the decision concerning the withdrawal of the researcher's ticket within three days from the date of the minutes and informs the researcher about the decision in writing (by post or electronically). Until the decision is made, the researcher may not use the services of the research room.

2. The research process

- 2.1. The researcher may use the research room only at a pre-arranged time during the official opening hours.
- 2.2. Before the beginning of research, the research room supervisor registers the name of the researcher, the date of the research, the number of the researcher's ticket in the researchers' diary. The researcher verifies the recorded data by signing the diary.
- 2.3. The research service staff informs the researcher about the material of the Collection prior to the beginning of research by phone or e-mail.
- 2.4. Ordering of archival material
 - a) The researcher, who has a researcher's ticket, may order archival records by fulfilling appropriately the order form (Annex 6 of the Regulations) on the basis of information from the research service staff or digital finding aids, and submitting it.
 - b) The order form may be downloaded from the website of the Foundation and sent electronically to the research room of the Foundation (kutato@hoal.hu).
 - c) The exact reference number of the requested records must be given in the digital order form including the following:
 - reference code, and title of the record
 - number of storage units (box, volume, item, number of pieces, etc.),
 - date of submission,
 - name of the researcher,
 - number of researcher's ticket.
 - d) The order form is signed by the researcher in person at the time of the visit.
 - e) The Foundation is not liable for requests fulfilled wrongly because of the incomplete, incorrect or erroneous fulfilment of the order form.

Quantity of material that can be ordered on one order form:

Storage unit	Quantity
Paper-based documents ordered by storage unit	1 box
Documents ordered by reference code	10 pieces/items
Charter, map, plan, medal, badge	5 pieces
Photo	5 pieces
Album	1 piece
Electronic document	10 files

- f) The preparation of the archival material must be asked for in a written format at least 15 days before the expected arrival. Researchers from the countryside or from abroad need prior arrangement for their visit.
 - g) The individual research events are recorded in the researchers' diary. The research room supervisor registers the documents issued for research by giving the exact storage units, and the researcher acknowledges their receipt by his/her signature.
- 2.5. Taking over and returning the documents
- a) The researcher signs the order form to admit receipt of the documents, and the staff member at the research room confirms on the accompanying form that the archival records have been handed over. The accompanying form must be preserved by the researcher until he/she works with the archival records. After the researcher has taken the archival records over, it is him/her who is responsible for the integrity and order of the material.
 - b) The ordered documents are issued on the workday specified on the website upon the request of the researcher during the opening hours of the research room. The quantity of digitised archival material issued on one occasion is 4 order forms (see: 2.5 f).
 - c) Paper-based archival records which have been prepared but not taken over may be deposited in the research room for 10 workdays. After that they will be returned to their original location.
- 2.6. Use of the archival material
- a) Only pencil may be used for taking notes to protect the paper-based documents.
 - b) After 30 days of absence the archival material will be returned and refiled without special notice.
 - c) In order to protect paper-based documents – in case the researcher has obtained the written permission of the Foundation's director for the use of originals –, the researcher must use the protective equipment (e. g. gloves, mask, etc.) deemed necessary for the protection of the Collection's holdings (e. g. photographs, charters, objects, etc.) or the researcher which are provided for the researcher by the research room staff. The researcher is liable for any damage or casualty due to the inappropriate use of the protective equipment.
 - d) The researcher is allowed to use his/her own technical equipment (such as laptop, notebook, etc.). This option does not include processes and technical tools serving reproduction which would require the payment of fees (e. g. scanning, photography with camera or telephone, filming, videorecording, etc.).
 - e) The books belonging to the reference library of the Foundation may be used by the researchers in the research room during the opening hours. Books cannot be borrowed; however, copies may be ordered based on the Rules of library use.

3. Electronic research

- 3.1. In order to protect the Collection's holdings and to enhance research, the Foundation gives priority to electronic research in the case of archival material already digitised.
- 3.2. It is possible to carry out research in the documents prepared in electronic format using the public computer workstations of the research room.
- 3.3. The digitised archival materials may only be consulted at the research room of the Foundation.
- 3.4. The researcher has to ask for a username and password to start electronic research. These identifiers will enable him/her to login to a public workstation where the digitised document prepared for him/her can be accessed.
- 3.5. The unique identifier of the researcher is non-transferable.
- 3.6. In case of electronic research – after obtaining permission for it – the designated staff member of the Foundation provides the researcher with the digitised, watermarked, copy- and print-protected images of the archival records, as well as the password necessary for reading them.
- 3.7. The archival records prepared digitally by the research room staff are available for the researcher until the research is finished.
- 3.8. The researcher may not make copies, may not save or make any kind of reproduction of the archival records provided for digital research. It is not allowed to take photographs of images on the computer monitor, and storage devices may not be connected to the computer.
- 3.9. The researcher is liable for any damage resulting from the improper use of the computer equipment provided by the Foundation.
- 3.10. Research of the original (paper-based) documents is possible with the permission of the director of the Foundation (Annex 9 of the Regulations).

4. Research of documents containing protected data (personal, confidential data)

- 4.1. Data considered protected on the basis of the AA and the Infoact, and records containing such data may be involved in research only respecting the rules specified in the sections of the AA referred to, and the regulations of the GDPR regarding data processing for the purposes of scientific and historical research.
- 4.2. Research of data considered protected on the bases of the AA and the Infoact by electronic means may only be carried out in the research room on the store of computer(s) used for the research of digitised records – except for the case when the research of protected data may be done by anonymisation as well.
- 4.3. Research in anonymised copies may not be permitted in cases either when the possibility occurs that the contents of the document may be linked to the person indicated on the order form.
- 4.4. The Collection's holdings containing personal data may be researched after the protection period specified in the AA with the exceptions also given in the AA.
- 4.5. Researchers intending to carry out research of documents containing protected personal data must prove the scientific character and purpose of their research by submitting a statement of support. The statement of support may be given by a body with a public-service mission and scientific research in accordance with its designated purpose granted on the bases of the researcher's detailed research plan. The body filling in the statement of support may be considered a body with a public-service mission and scientific research in accordance with its designated purpose if its founding charter contains this.
- 4.6. The researcher intending to carry out research of documents containing protected personal data must process the personal data which he/she got acquainted with during the scientific research of the Collection's holdings under section 24 (2) c) of the AA respecting the legislation regarding the protection of personal data. The researcher shall give a written declaration before the beginning of research that he/she acknowledges the content of this

- paragraph, and that accessing the personal data is necessary for scientific research (Annex 2).
- 4.7. It is possible to give permission for a researcher from a country which ensures the proper level of the protection of personal data for scientific research under section 24. (2) c) of the AA if he/she has a statement of support complying with paragraph 4.6 of the present regulations, and made the declaration required by paragraph 4.7.
 - 4.8. In order to establish the protection period specified in section 24 (1) of the AA the Foundation may submit/submits a request for data pursuant section 24/A (4) of the AA to the body managing the personal data and address register in order to obtain the date of death of persons identifiable in the Collection's holdings. This procedure is regulated by a special directorial decree. The documents may be handed over for research after the receipt of the information on the required data, and the corresponding preparation of the documents.
 - 4.9. Research of Collection's holdings created after May 1, 1990, and those created before the expiry of 30 years from the calendar year of the creation respectively is authorized by the Access Committee. The judgement is made with respect to the interest of the Habsburg family, and the protection of personal data. (See point 12 of the Founding Charter of the Foundation and points 5.12.; 6.3.; 9 of the Organisational and Operational Rules regarding the operation of the Access Committee.)
 - 4.10. The researcher is responsible for ensuring the protection of any type of secret (private, business, banking, medical, etc.) that he/she comes to know in the course of the research and is required to be protected by any applicable law.
 - 4.11. A document containing business or banking secrets held by a credit institution may be researched 60 years after the credit institution had closed or after the document has been created with only the exceptions listed in the act (Section 165 (1)-(4) of Act CCXXXVII of 2013).
 - 4.12. A document containing business or securities secrets may be researched after 60 years from the date of its creation (Section 317 (1)-(5) of Act CXX of 2001).
 - 4.13. In the case of the dissolution of an insurer and a reinsurer without legal succession, the document containing business secrets handled by the insurer may be searched after 60 years from the date of its creation (Section 247 of LXXXVIII of 2014).
 - 4.14. The researcher is obliged to use the data obtained in the course of researching documents covered by Act LXXVI of 1999 on Copyright in accordance with the provisions of the Act.
 - 4.15. During the research, the researcher shall comply with the data security rules, i.e. when temporarily leaving the researcher's desk during the research of a document containing protected data, the researcher shall ensure the protection of the electronic or paper documents issued to him/her in such a way that they are not accessible to unauthorised researchers during his/her absence.
 - 4.16. The Foundation may issue a statement of support for the research of its own material only for its own staff members. The statement of support is valid from the date of issue until the end of the calendar year.

5. Restrictions of research

- 5.1. Archival material of the Collection may not be researched if
 - a) the material has not been entered into the inventory and has not been processed,
 - b) the archival records are still unordered or are just being ordered,
 - c) the research of the archival records is bound to special permission or the permission of the Habsburg family,
 - d) the archival records of the Collection are damaged, or research would cause further deterioration of their condition,

- e) the archival records of the Collection are under restoration, conservation, binding or on display.
- 5.2. If a researcher is carrying out research using archival material under research restriction, he/she must make a statement (Annex 2) by which he commits himself/herself to disclose the data he/she has been acquainted with during his/her research in accordance with the act on the protection of personal data, and assumes the criminal and financial liability that may arise.
- 5.3. The research restriction may be disregarded by the special permission of the Access Committee in case there is personal involvement, or in case the scientific nature of the research justifies it. The researcher has to submit a written statement for the judgement of such research applications together with the explanation of the request (in case of personal involvement), and the detailed description of his/her research plan (in case of scientific research).

6. Procedure of data protection for foreign researchers

- 6.1. It is possible to give permission for the research of archival records of the Collection containing personal data before the expiration of the protection period specified in section 24 (1) of the AA for the purpose of scientific research for researchers from countries ensuring the adequate level of the protection of personal data assuming that the 30 years stipulated in section 22 (1) of the AA have passed. The research may be authorised if the researcher submits the statement of support (provided by a university, scientific/academic institution or the Habsburg family) based on his/her detailed research plan, and assumes in a written statement that he/she will process and use the personal data has been acquainted with and has collected from the archival material of the Collection in accordance with the data protection regulations of his/her country [Section 24/A. (1) of the AA] (Annex 14 of the Regulations).
- 6.2. It is possible for the researcher to have non-anonymised copies made of archival records accessed during scientific research permitted under section 24/A. (1) of the AA before the expiry of the protection period [Section 24/A. (2) of the AA].
- 6.3. The transfer of archival records based on the data protection contract under section 24/A (3) of the AA may be prohibited by the person concerned, and after his/her death by any of his/her heirs or relatives – until the end of the protection period specified in section 24 (1) of the AA. The rules relating the exercise of the right of prohibition are issued by the minister of culture [Section 24/A. (4) of the AA].
- 6.4. When authorising research for a citizen of a country which is not a member state of the European Economic Area, specific rules pertaining data processing for the purposes of archiving in public interest, of scientific or historical research, or for statistical purposes must be considered as well as the regulations of article VI. of the General Data Protection Regulations regarding the transfer of data to third countries and for international organisations. As a basic rule, the following must be taken into account:
 - a) Personal data may be transferred by the Controller to a controller in a third country if the Access Committee has given its consent to it or if law allows it.
 - b) Consent shall be deemed to have been given with respect to the personal data which the data subject has disclosed or made public in the course of his or her public activities.
 - c) In case of doubt, the opinion of the Access Committee shall prevail.

7. Publication of the archival records of the Collection, and reference for the used archival records

- 7.1. The researcher must give the exact reference code of the records used in the works written using the archival holdings of the Foundation. Data necessary for making exact references are provided by the research room staff to the researcher.
- 7.2. The researcher must send one copy of his/her work to the library of the Foundation. If no appropriate reprint is available, a photocopy of the original or a digital version must be sent to the library. If the study is not published (e. g. a thesis) a copy of the manuscript shall be submitted to the Foundation.

8. Research regulations in exceptional situations

- 8.1. The foundation may alter the possibilities for the research of the archival holdings in case of exceptional situations (e. g. pandemic emergency).
- 8.2. The emergency situation may affect the time and course of research and the deadlines. Any changes during the emergency period will be communicated through the Foundation's website.

Chapter 5

MAKING COPIES OF ARCHIVAL RECORDS FROM THE COLLECTION

1. Special permission is required to make copies of the archival records from the collection.
2. The researcher may request a copy of the archival records from the Collection issued for research using the copy order form.
3. The Foundation may refuse to give permission for making copies if the reproduction technology or its frequency damages the physical condition of the archival records, or threatens their integrity and preservation, and if the Access Committee decides so. The refusal of the copy order must be explained by the Foundation within 20 working days.
4. The costs of making copies are born by the researcher. The costs of copying are regulated on a cost basis by a separate directive of the director. Copying charges are available in the research room or can be downloaded from the Foundation's website (Annex 11 to the Regulations). The current fees are reviewed at least once a year.
5. The copy may be ordered via e-mail or in person in the research room of the Foundation.
 1. The research room staff must be consulted in advance about the making of copies.
 2. The forms necessary for the ordering of copies can be requested from the research room supervisor, or can be downloaded from the website.
 3. The reference code of the record, the number of pages and copies, as well as the selected type of the copy must be given on the copy order form (Annex 10 of the Regulations).
6. Only enrolled researchers may submit a copy request solely for documents for which copying is not a matter of concern from the point of view of conservation or data protection.
7. The payment of the costs and fees for the Otto von Habsburg Foundation provided for in the Regulations may only be made by bank transfer for the account no. 11705084-21447439-00000000 held at OTP Bank (with reference to the number of the research permit in the communication rubric). The receipt of the requested service is possible after the bank transfer has been confirmed (Annex 16 of the Regulations).
8. In the case of an order for digital copies, the Foundation is obliged to deliver the ordered copies to the customer after payment of the invoiced total amount, according to the timeframes specified in 9.9.
9. Deadlines of reprographic services offered by the Foundation:

Preparation of document copies	Deadline(s)
Preparation of anonymized copies	maximum 30 working days
Digital copy	15 working days
Copy of existing digital records	5 working days

10. The researcher may not use any technical equipment (e. g. camera, mobile phone, scanner, video camera, movie film recorder) for the reproduction of the records of the Collection. In case of special scientific research, upon the request of the researcher the director of the Foundation may give permission with the consent of the Access Committee to use of the above equipment (e. g. paper-based and electronic image made by a television or another broadcasting body, the presentation of the original document, making an exhibition, etc.).
11. Digitisation may be carried out only by the staff members of the Foundation.
12. If the researcher requests an anonymized copy of a document containing personal data, or if only such a copy may be issued for him/her, and the researcher states that he/she covers the costs involved, anonymization must be carried out in such a way that it would be ultimately impossible to establish the connection between the data in the copy to be provided and the person/persons concerned.
13. If the digital reproduction of the records in the Collection is prepared for the purposes of publication, an application form (Annex 15) must be submitted for its publication (in a printed or electronic document or on the internet).

Chapter 6

LOAN OF THE COLLECTION'S HOLDINGS

1. The lending of the Collection's holdings for research, exhibition, restoration and reproduction purposes shall be carried out in accordance with the Foundation's Lending Rules.
2. The scope of the documents that may be borrowed and the conditions of borrowing are determined by the director of the Foundation with the approval of the Access Committee.
3. The Collection's holdings may only be borrowed for official use, private borrowing is not allowed.
4. The loan is for a fixed period of time, and a record of the loan must be kept in the form of an acknowledgement of receipt and a list.

Chapter 7

LIBRARY OF THE COLLECTION OF THE OTTO VON HABSBURG FOUNDATION

COLLECTION DEVELOPMENT POLICY

Collection interest of the Library

The Library of the Collection of the Otto von Habsburg Foundation (hereinafter: Library) shapes its collection according to the aims and activities determined by its primary function.

Activities of the Library:

- It provides information about the collection and services of the Library through its website, by phone or e-mail;
- It preserves, organises, and processes the book and periodical collection, as well as the press clipping collection that has belonged to Otto Habsburg (and his mother, Queen Zita) and makes it available for research;
- It collects, preserves, organises, processes, and makes available for research
 - o the documents written by Otto Habsburg in Hungarian or in foreign languages (books, periodicals, parts of documents);
 - o paper-based and electronic documents about him, his person, and activities;
- It describes the component parts of literature by Otto Habsburg, or about him (such as studies in compilations of studies, forewords written by him, studies, articles, reports, interviews, commemorations, laudations, obituaries, reviews, etc.) to be found in the Library;
- It builds a bibliography of the works of its eponym, and the paper-based and electronic documents about him collecting and organising the relevant bibliographic data;
- It preserves, organises, processes, and makes available for research the documents offered for the Collection by persons who had or have connection with the Habsburg family;
- It draws up an inventory of and catalogues the library collection:
- The library collection is processed in the database of the Qulto system (based on the HunTéka library automation system), a specific part of which is available and searchable for the users in the OPAC of the Collection of the Foundation;
- A reference library is built of a specific part of the literature in the topic;
- The weeding of the library collection always complies with the legislation in force concerning this activity;
- The inventorying of the collection always complies with the legislation in force concerning this activity using the inventory downloaded from the automated library system.

Chapter 8

LIBRARY OF THE COLLECTION OF THE OTTO VON HABSBURG FOUNDATION

RULES OF LIBRARY USE

General rules

The Library of the Collection of the Otto von Habsburg Foundation (hereinafter: Library) is a library with restricted access.

It is possible to use the library respecting Act CXL of 1997 and other relevant legislation and the conditions of use laid down in the present Regulations. Its services may be used by anyone who respects the rules of its use. Users seriously violating the Library's rules of use and causing damage may be excluded from the use of the Library by the head of the institution.

A research permit is required for research in the documents of the Library. The research permit may be requested by the researcher by submitting a Research application and a researcher's (privacy) statement (Annex 1). Research permit is given by the deputy director for scientific affairs of the Foundation. In special cases the director of the Foundation and the Access Committee of the Foundation may be involved in the authorization process.

The Library informs the readers of the Library's opening hours:
through the internet on the website of the institution, in print on the information tablets at the research room.

Basic services of the library

The basic services of the Library may be used by readers free of charge without registration:

Information service

Information on the Library and the services available through the library network in harmony with the principles specified in the Collection development policy.

Catalogue

The Library builds an electronic catalogue of its holdings which may be used on the Library's workstations or distantly through the OPAC of the Library.

Services available with a research permit in the Library

Library use

Every Hungarian or foreign citizen above the age of 18 may conduct research in the collection of the Library and may use its services if he/she respects the conditions of library use and has obtained the research permit signed by the deputy director for scientific affairs of the Foundation (in special cases with the permit of the Foundation's director and Access Committee).

Services bound to registration and researcher's ticket:

in-house use – regulated by the Rules of library use

use of databases

Subscription databases can be accessed on the computers provided by the Library, or on the user's own equipment using wi-fi.

sections of the Library's collection

The Library provides access to the legacies in its holdings (that of Otto Habsburg and Queen Zita) and the parts of its collection defined according to document types (books, periodicals, collection of press clippings) in the research room.

computer use

Readers may not use the internet connection in the Library for commercial or illegal activities, or to disturb or hinder the work of others. If the librarian detects such behaviour, he/she may prohibit further use. The Library is not liable if the reader saves the authentication details when using the internet, and thus creates an opportunity for misuse.

This issue is detailed in the Rules of computer use.

wi-fi (with own equipment)

Broadband wi-fi is available for use in the research room during the opening hours.

remote access

It is possible to access digitised documents from the Library's own holdings and other sources through the OPAC.

reprography

The reprography services of the Library are regulated by the Rules of reprography.

Opening hours

The Library is open on Tuesday and Thursday from 9 a.m. to 3 p.m. In justified individual cases, it is possible to do

research in the Library's collection at other times by prior arrangement.

Users are informed about the Library's opening hours through the internet on the website of the institution, and in print on the spot.

Information on the borrowing and use of documents

The loan regulations of the Foundation are valid for the loan of library documents for the purposes of research, exhibition, restoration, and reproduction.

The scope of documents that can be borrowed, and the conditions of borrowing are specified by the director of the Foundation with the approval of the Access Committee. The holdings of the Collection may only be borrowed for official use, private borrowing is not allowed.

The loan is for a fixed period, and a record of the loan must be kept in the form of an acknowledgement of receipt and a list.

The rights of Library users, and the complaint management process

The rules must include who are entitled for decision making, and the possible compensations. Complaints submitted in writing shall be investigated by the Library.

The complaint declaration can be found in the Annexes.

The use of computers is regulated by the Rules of computer use.

Chapter 9

LIBRARY OF THE COLLECTION OF THE OTTO VON HABSBURG FOUNDATION

RULES OF COMPLAINT MANAGEMENT

General rules

The aim of the present rules (hereinafter: Rules) is to establish a unified procedure of complaints management for the Library of the Collection of the Otto von Habsburg Foundation (hereinafter: Library) with respect to its function as a library with restricted access, and its quality assurance system.

The handling of complaints is meant to increase library users' satisfaction and meeting their needs at a higher level.

The rules of complaint management have been elaborated with respect to Act CXL of 1997 on museums, public library services and public education, and the Rules of library use.

In the Library, complaint management is the process which starts with the acknowledgement of the written or verbal indication of a customer's dissatisfaction and ends with the resolution of the case.

The core of the case is the complaint itself. All the remarks, expressions of dissatisfaction regarding the operation, the practices, the services, and possible malpractices of the Library submitted in any of the ways listed in the present Rules are considered as *complaints*.

A complainant is any natural or legal person, as well as any organisation without legal personality, which lodges a complaint against the institution.

There are two basic procedures available for lodging a complaint provided by the Library which are dependent on the purpose of the complainant in the form of:

formal (official), or informal (local) complaint management procedure.

In the formal complaint management procedure every complaint is registered, and the resolution is communicated as an official reply.

In the informal complaint management procedure, the aim of the complainant is only to indicate his/her problem verbally, or to express his/her dissatisfaction. No official reply is expected from the Library.

The Library processes every complaint – irrespective of the way of submission – according to the data protection regulations in force.

Methods for submitting a complaint

The Library provides communication channels for the receipt of incoming complaints. Formally a complaint procedure may be initiated as follows:

-*in person*: during the opening hours on the Complaint form used for the submission of the complaint;

-*by post* with the complaint sent to the address of the Foundation:

Otto von Habsburg Foundation
H-1014 Budapest, Palota út, 6452/1 hrsz.
Budavári Palota „D” épület, Hungary

-*by e-mail*: info@hoal.hu

-using the Complaint form on the *website*.

It is impossible to initiate a formal complaint procedure by any other way of submitting a complaint.

Formal complaint submission procedure

A formal complaint submission procedure may only be initiated by the correct completion of Annex 19 (Complaint submission form).

In case the complaint is submitted by post or in person, the content of the form is verified by the readable signature of the complainant.

The complaint submitted in person must be entered into the register on the day of submission.

The complaint received by telephone, by post or e-mail must immediately be entered into the register by completing the complaint form by the library staff.

The Library keeps a register of the complaints, as well as the measures taken to settle or solve the problem. The register includes

the Complaint submission form (Annex 19);
the Complaint resolution form (Annex 20);
the Review request form (Annex 21).

Consideration of the complaints

Complaints are dealt with by the Librarian who receives the complaint (currently also the head of the Library) and the deputy director for scientific affairs.

The formal reaction given for the complaint is valid with the endorsement of the director.

The normal response time for the complaint submitted is five working days from the time of the registration.

Verbal complaints, i. e. complaints made in person or by phone, should be remedied immediately if possible. If the verbal complaint cannot be dealt with right away, the staff member must fill in a complaint submission form.

Investigation of the complaint is always free of charge and must be done with the consideration of all relevant circumstances. A formal reply must be sent to the complainant in writing, using the form in Annex 20 (Complaint resolution form) and following the pattern in it.

The forms are archived by the Library for five years.

The complaint procedure is closed by the written reply to the complaint which includes an explanation as well. The complainant must be informed about the result of the investigation, and the possible measures taken. The reply for the complaint together with the explanation must be sent out within five working days after the registration of the complaint.

Review of the complaint

If the complainant disagrees with the formal reply to his/her complaint, or if he/she would like to supplement his/her comment with new pieces of information, he/she may ask for a review of the formal reply he/she had received for the complaint.

The review request must be submitted on the Review request form in Annex 21 with reference to the number of the primary procedure.

The procedural rules of the review request are the same as the ones regarding the primary procedure.

The Library makes a decision on the review request within ten working days, and the decision will be communicated to the complainant through the channel which he/she had chosen in the review request.

The second, and at the same time highest level of the formal complaint procedure closes with the answer given for the review request.

Final provisions

The staff has read and agreed to the present Rules.

The Rules are approved by the director of the Foundation with the agreement of the staff.

Chapter 10

FINAL PROVISIONS

1. These Regulations enter into force on January 1, 2022.
2. Regulations are available and downloadable from the website of the Foundation (<http://www.habsburgottoalapitvany.hu>).
3. Annexes are inseparable from the Regulations.

Annexes:

Annex 1	Research application form
Annex 2	Researcher's (privacy) statement
Annex 3	Privacy notice
Annex 4	Researcher's ticket
Annex 5	Statement of support and information to the statement of support
Annex 6	Order form
Annex 7	Document accompanying form
Annex 8	Location mark
Annex 9	Application to research original documents
Annex 10	Copy order form
Annex 11	Fees for reprographic services for researchers at the Otto von Habsburg Foundation
Annex 12	Declaration of responsibility
Annex 13	Research plan
Annex 14	Protection of personal data – list of countries
Annex 15	Application for the permission of publication
Annex 16	Invoice request form
Annex 17	Research application (Library)
Annex 18	Researcher's declaration (Library)
Annex 19	Complaint submission form (Library)
Annex 20	Complaint resolution form (Library)
Annex 21	Review request (Library)

Annex 1 of the Research Regulations



Registry number: HOAL-...../20.....

Serial number:/20.....

RESEARCH APPLICATION FORM for research in the Collection of the Otto von Habsburg Foundation

Name of the researcher: _____

Birth name: _____

Mother's name: _____

Place and date of birth: _____

Residential address: _____

Correspondence address (if different from the above): _____

Number of the identity card/passport: _____

Nationality: _____

Contact details (telephone/e-mail):¹ _____

Aim of research (scientific or non-scientific): _____

Research topic:² _____

Period of the research topic:³ _____

Name of the supporting organisation: _____

Researcher's declaration:

I have read and accept the provisions of the Research Regulations. I declare that the above information is true and correct. I consent to my data being registered by the Otto von Habsburg Foundation and processed in accordance with the provisions of the General Data Protection Regulation 2016/679 of the European Parliament and of the Council and Act CXII of 2011 on the Right to Information Self-Determination and Freedom of Information. Please register me as a researcher and issue me a researcher's card.

....., day.....month..... 20..... year

.....

researcher

¹ Not mandatory.

² Only one topic may be given.

³ Years of documents involved in the research.

OPINION⁴

There are no obstacles to the research.

I reject the research application on the basis of the *following grounds*.

The research can be performed with the *following restrictions*:

..... / day month year 20.....

.....
Otto von Habsburg Foundation
director

Grounds of the rejection of the research application or the restrictions:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

..... / day ... month..... 20...year

.....
Otto von Habsburg Foundation
director

⁴ In the event of the refusal of the research application, an appeal may be submitted to the competent territorial court pursuant to Section 29(1) of Act LXVI of 1995.

Annex 2 of the Research Regulations

RESEARCHER’S (PRIVACY) STATEMENT

for the research of archival materials containing personal data for scientific purposes before the expiry of the period of protection laid down in Act LXVI of 1995

Serial number:/20.....

Me, the undersigned, hereby commit myself to process and use the personal data I have been acquainted with and have collected from the material of the Collection of the Otto von Habsburg Foundation in accordance with the General Data Protection Regulation 2016/679 of the European Parliament and of the Council and paragraph 12 of Act LXIII of 1992 on the protection of personal data and the disclosure of data of public interest⁵.

Place of data processing:⁵

...../20.....

.....
researcher

⁵ Country/supporting organisation where personal data are processed for research purposes.

Annex 3 of the Research Regulations

PRIVACY NOTICE

regarding the processing of personal data of researchers working with the Collection holdings of the Otto von Habsburg Foundation

The Otto von Habsburg Foundation as the controller of personal data (hereinafter: Controller) informs the data subjects by the present statement about its practice of data processing in the framework of the research service, and the measures taken for the protection of personal data obtained, and about the possible legal remedies for data subjects.

1) Legislation underlying data processing

- a) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: GDPR)
- b) Act CXII of 2011 on the right to information self-determination and the freedom of information (hereinafter: Infoact),
- c) Act XLVIII of 2008 on commercial advertising activities (hereinafter: Advact),
- d) Act CVIII of 2011 on electronic commerce and on information society services.

2) Definitions (GDPR)

Personal data: any information relating to any identified or identifiable natural person ("data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

Processing: any operation or set of operations which is performed on personal data or on data sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction.

Restriction of processing: the marking of stored personal data with the aim of limiting their processing in the future.

Controller: the natural or legal person, public authority, agency, or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

Processor: a natural or legal person, public authority, agency, or other body which processes personal data on behalf of the controller.

Filing system: any structured set of personal data which are accessible according to specific criteria, whether centralised, decentralised or dispersed on a functional or geographical basis.

Third party: a natural or legal person, public authority, agency, or body other than the data subject, controller, processor, and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

Consent of the data subject: any freely given, specific, informed, and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

3) Identification of the Data Controller

Name: Otto von Habsburg Foundation (Foundation)

Location: H-1088 Budapest, Szentkirályi u. 51. Hungary

Postal address: H-1014 Bp. Palota út 6452/1 hrsz. (Budavári Palota „D” épület), Hungary

Data protection officer: Lili Baranyai, head of the office

E-mail: adatvedelem@habsburgottoalapitvany.hu

Telephone: +36 1 522 2050

Website of the data controller: www.habsburgottoalapitvany.hu

4) The purpose of processing

The purpose of the present data processing is to process personal data obtained by the Otto von Habsburg Foundation in compliance with Act LXVI of 1995 on public records, public archives, and the protection of private archives.

5) The legal basis of processing

Section 22.(3) of Act LXVI of 1995: *”On the issue of the visiting card the public archives shall keep a record of the researcher’s natural personal identification data and address.”*

Section 24. (4) of Act LXVI of 1995: *”The researcher [...] in the declaration shall indicate the place of data processing.”*

Data set required by **Decree no. 27/2015 (V. 27.) of the Ministry of Human Capacities** (on professional requirements related to the activities of public archives and private archives open to the public):

„Section 48. (1) The public archive registers the following data in order to have an overview of the research services, to control it, and to provide statistical data

- a) the issued researcher’s tickets, their registration number, and the data on it as requested by the AA.,*
- b) research requests in the research room and their date,*
- c) the number of research requests and their fulfilment through the electronic store defined in section 41. (3),*

(2) The records kept according to paragraph (1) must be closed at the end of the year, and the total number of researchers, research requests (events), and the order forms submitted by researchers must be recorded.”

The data subject, being a researcher, gives his/her written consent at the time of the issue of the researcher’s ticket, or in case of online registration gives his/her consent via the website of the Otto von Habsburg Foundation (www.habsburgottoalapitvany.hu) to the processing of his/her personal data.

Data required by Act LXVI of 1995 belong under mandatory data processing. Personal data requested beside these serve the enhancement of contacting the researcher, thus their provision is optional and requires consent.⁶

6) Scope of personal data processed by the controller

Name of the researcher*⁷

Birth name of the researcher*

⁶ According to section 4 of Act XX of 1996 (on the methods of identification and on the use of identification codes replacing personal identification numbers) *„Natural identification data of the citizen are a) family and given name, family and given name at birth, b) place of birth, c) date of birth and d) mother’s family and given name at birth.”*

⁷ Data belonging to the scope of mandatory processing.

Mother's birth name*
Place of birth of the researcher*
Date (day, month, year) of birth of the researcher*
Permanent residential address of the researcher *
Citizenship*
In case of research belonging under section 24 of Act LXVI of 1995: place of research*
Corresponding address (if different)
Telephone
E-mail
Subject/topic of the research
Name of supporting organisation
Data of the order form

7) Duration of the processing

The duration of the processing depends on the purposes of processing. The data (records) may not be disposed, they are of permanent value according to the Regulations on Records Management and records schedule in force of the Otto von Habsburg Foundation.

8) Information on the employment of a data processor

The controller does not employ a data processor.

9) Persons entitled to acquaint themselves with the data

Personal data given by the data subjects are accessible solely for the staff members explicitly authorized for it by the Controller.

10) Transfer of data

Personal data of the data subject may only be transferred by the Controller to bodies exercising control or supervision of legality within the scope of their function, in connection with labour, civil or administrative proceedings, and to the court, the public prosecutor's office and the investigating authority in criminal proceedings.

The Controller may not transfer the personal data of the data subject obtained in relation to the research to a third country or for an international organisation.

11) Information about measures to ensure data security

The Controller shall provide for the security of the personal data obtained. In order to do so, it has implemented the technical and organisational measures and elaborated the procedural rules which are necessary to enforce the Infoact, the GDPR, and other regulations related to data protection and confidentiality.

The Controller ensures with appropriate measures, and security procedures both on server and on application levels that its information system and network be protected both against computer assisted fraud, espionage, sabotage, vandalism, fire and flood, as well as computer viruses, cyber-intrusions and attacks that lead to the disruption of service.

12) Rights of the data subjects and possible legal remedies

The data subject of personal data processed by the Controller has the right to ask the Controller for access to his/her personal data, the rectification, the erasure of the data, the restriction of processing, the portability of his/her personal data, and to object against the processing of his/her personal data.

The data subject is the source of personal data given by the Controller. The Controller does not process data originating from publicly available sources related to the research activity of the data subject.

If a data subject has the impression that the Controller has violated his/her right to the protection of personal data, it is suggested that he/she should contact the data protection officer of the Otto von Habsburg Foundation in order to remedy the infringement.

Contact:

Name: Lili Baranyai, head of the office

Address: H-1014 Budapest, Palota út, 6452/1 hrsz. Budavári Palota „D” épület,
Hungary

Telephone: +36 1 522 2050

E-mail: info@habsburgottoalapitvany.hu

The data subject may seek judicial remedy, lodge a complaint with the relevant supervisory authority.

Contact:

Name: Hungarian National Authority for Data Protection and Freedom of Information (NAIH)

Location: H-1055 Budapest, Falk Miksa utca 9–11., Hungary

Corresponding address: H-1363 Budapest, Pf.: 9., Hungary

Telephone: + 36 (1) 391–1400

E-mail: ugyfelszolgalat@naih.hu

Website: <http://www.naih.hu>

Online submission of complaints: <http://www.naih.hu/online-uegyinditas.html>

The data subject may turn to a jury in case of the infringement of his/her rights. The jury will act in the case out of turn. The data subject may decide to bring the case before the court of the place where he or she is domiciled or resident.

The detailed description of the obligations of the Controller can be found in the act CXII of 2011 on the right of information self-determination and the freedom of information.

The Controller maintains the right to alter the present information about the processing of data. Any change in the processing of data does not mean that personal data would be used for anything but the original purpose. Information in this regard will be published by the Controller in the research room and on its website.

The Otto von Habsburg Foundation receives complaints, questions, remarks, suggestions in connection with the data processed by the Foundation by the e-mail to adatvedelem@habsburgottoalapitvany.hu, or by post to H-1014 Budapest, Palota út, 6452/1 hrsz. Budavári Palota „D” épület, Hungary.

**OTTO VON HABSBURG FOUNDATION
ACKNOWLEDGEMENT OF THE PRIVACY NOTICE**

Me, the undersigned name,
place and date of birth:
mother's name: state that I have read and
understood the above privacy notice and recon the information regarding the processing of my
personal data.

....., day.....month..... 20..... year

.....
the researcher's signature

Annex 4 of the Research Regulations



HABSBURG OTTÓ
ALAPÍTVÁNY

Number:/20.....
Registry number:

RESEARCHER'S TICKET

Name of the researcher:

.....

Address of the

researcher:.....

Research topic:

.....
.....
.....

Budapest, day..... month year 20.....

stamp

.....

signature

STATEMENT OF SUPPORT

Name of the supporting organisation:

Address of the supporting organisation:

.....

Under section 24. (3) of Act LXVI of 1995 on public documents, public archives, and the protection of material of private archives _____ (name),

_____ (place and date of birth),

_____ (permanent residential address)

has asked for my statement of support for research in the Collection of the Otto von Habsburg Foundation.

Research topic: _____

Period of the research topic: _____

Based upon the submitted detailed research plan I state that the research is scientific; I support the issue of the permit for the research of the material of the Collection.

Date: _____

autograph signature of the issuer of the statement

stamp

name and position of the issuer of the statement

INFORMATION TO THE STATEMENT OF SUPPORT

A statement of support may be issued by the head of a body with a public-service mission and scientific research in accordance with its designated purpose:

- heads of the centres of the Eötvös Loránd Research Network,
- heads of accredited higher education institutions and of their academic organisational units,
- heads of research institutes established by legislation or government decision,
- public foundations established by legislation or government decision with scientific research as their designated task,
- heads of national, county, metropolitan museums, and libraries,
- heads of public archives.

In case of doubt, the body issuing the statement of support has to verify that it is a body with a public-service mission and scientific research in accordance with its designated purpose.

From a formal point of view the statement of support may be considered valid if the name and position of the head of the issuing body in typed letters as well as the stamp of the issuing organisation and the date of issue can be found on the statement.

Related legislation:

- **section 22.(1) of Act LXVI of 1995** It is possible for any natural person, upon submitting a research application naming the research topic, to research free of charge, and to ask for a copy of the archival material issued for research at his/her own cost of the public records which were created after May 1, 1990 30 years after the calendar year of their creation, and of the public records which were created before May 2, 1990 15 years after the calendar year of their creation – with the exceptions included in sections 24–25. –, and without time restrictions in the records which are already published, or the content of which are open to everyone under the act on the right to information self-determination and the freedom of information.
- **section 24. of Act LXVI of 1995**
 - (1) Unless otherwise provided by law, records containing personal data becomes researchable for anyone thirty years after the year of the death of the person concerned. If the year of death is unknown, the protection period shall be ninety years after the birth of the person concerned, and when neither the date of birth nor that of death is known, it shall be sixty years after the creation of the record.
 - (2) The record referred to in paragraph (1) may be researched before the expiry of the protection period if
 - a) the research can be carried out – at the applicant’s own expense – with an anonymized copy, or
 - b) the subject, or after his/her death any of his/her heirs or close relatives gives consent to the research upon the request of the researcher, or
 - c) the research is required for scientific purposes – provided that the thirty or fifteen years stipulated in section 22. (1) expired – and the researcher complies with the stipulations in (3) and (4).
 - (3) Public archives are compelled to give permission to scientific research according to (2) c) if the researcher submits the statement of support of an institute or body with a public-service mission and scientific research in accordance with its designated purpose, granted on the basis of the detailed research plan of the researcher.

(4) The researcher must also give a written declaration that he/she will process and use the personal data he/she has accessed and collected respecting the provisions regarding data processing for scientific research purposes of the act on the right to information self-determination and the freedom of information regarding data processing, furthermore the place of data processing must also be indicated in the written declaration.

Annex 6 of the Research Regulations

Number of the order form:/ 20.....

Number of the researcher's ticket:/ 20.....

ORDER FORM

Name of the researcher:

Please, prepare the following archival records of the Collection for me for research purposes. I acknowledge, that I am obliged to return the material completely and intact. I am fully liable financially for the records issued to me.

The exact reference code of the records asked for research:

- 1. 4.
- 2. 5.
- 3. 6.

Budapest,

.....
researcher

RECORDS/DOCUMENTS	
Selected by:
	date staff member
Prepared by:
	date staff member
Issued by:
	date staff member
Returned by:
	date staff member
Refiled by:
	date staff member
I DO NOT APPROVE OF THE ISSUE OF THE DOCUMENTS.	

	date research room supervisor
Justification:

DOCUMENT ACCOMPANYING FORM

Name of the researcher: and number of researcher's
ticket:

Number of order form:
place and date of its submission:

Exact reference codes and physical condition of the issued archival records:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

I have received the archival material:

.....
date researcher

Deadline of the research of the material (max. 30 days from the receipt):

.....

One-time extension of the deadline of research (max. 30 days):

.....

I have returned the archival material:

.....
date researcher

I have taken over the archival material:

.....
date research room supervisor

Note:.....
.....
.....

LOCATION MARK

LOCATION MARK
Reference code:
Storage number:
File number:
Date/Signature:
Reference code:
Storage number:
File number:
Date/Signature:
Reference code:
Storage number:
File number:
Date/Signature:
Reference code:
Storage number:

File number:

Date/Signature:

Reference code:

Storage number:

File number:

Date/Signature:





**APPLICATION
TO RESEARCH ORIGINAL DOCUMENTS**

Name of the researcher:

.....

Permanent address:

.....

E-mail:

Number of researcher's ticket:

Please, provide me for study the originals of the archival records listed below, related to my research topic

Reference

codes:.....

.....

.....

.....

Explanation for the application:

.....

.....

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.....

.....

Budapest, day month..... year

.....

signature of the researcher

Recommendation:

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Budapest, day month..... year

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signature of the archivist responsible for the records

Opinion:

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Budapest, day month..... year

.....

signature of the
deputy director of scientific affairs

I give permission for

.....(name), to be provided

with the originals of the following archival records from the holdings of the Otto
von Habsburg Foundation

Reference codes:

.....
.....
.....
.....

The permission is valid until

.....

director
Otto von Habsburg Foundation

COPY ORDER FORM⁸

Copy registry number:/20.....

Serial number of the order form:/20.....

Name of the requester:

.....

Postal address:

Billing address:

Method of payment: bank transfer

Please, inform me when copies are ready on the following e-mail:

.....

Reference code of the record (box, item, number of pieces, etc.)	Number of pages	Number of copies	Chosen type of copy
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Chosen type of copy:

Photocopy of original documents or paper-based copies	Size A/4	Size A/3
Individual digital image (In case of size larger than A3 or unique format (charter, map, plan, object, photograph, medal, badge, poster, etc.)	research quality (300 dpi, JPG, without editing)	print quality (600 dpi, TIF, edited)
Scan	documents (300dpi)	print quality (600 dpi)

⁸ Please, fill in the form logically with readable/block letters!

Me, the undersigned, acknowledge the Research Regulations of the Collection of the Otto von Habsburg Foundation and that the recordings may only be published in print, electronic publications or on the Internet with the prior permission of the Foundation, for which the Foundation may charge a publication fee.

Budapest,

.....

readable signature of the customer

Received for copy (date).

Prepared all together:

A/4 pages

A/3 pages

Photo.....pieces

Budapest,

.....

signature of the staff member making the copies

Number and date of invoice: _____

Sum: _____

Budapest,

.....

signature of the customer

**FEES FOR REPROGRAPHIC SERVICES FOR RESEARCHERS
AT THE OTTO VON HABSBURG FOUNDATION**

(Valid from January 1, 2022)

Photocopying			
Photocopy of the original document or a paper-based copy	size A/4	black and white	- HUF/page
		colour	- HUF/page
	size A/3	black and white	- HUF/page
		colour	- HUF/page

Digitisation		
Scanning of documents (300 dpi, JPG)	from original, copy up to size A/3 or from the digital collection	- HUF/image
Individual digital image (charters, stamps, maps, plans, blueprints, medals, badges, posters, objects, etc. (300 dpi, TIF)	from original up to size A/3	- HUF/image
	larger than A3	- HUF/image
	Scanning of photos 300 dpi	- HUF/image
	Print quality 600 dpi	- HUF/image
Audio and motion picture recordings	one-off tariff	

Prices include 27% VAT

Further information

- Orders will be fulfilled if adequate details are given on the copy order form.
- In all cases, copies will be made with due regard to conservation considerations, using only techniques that do not damage the material.
- The basis for payment of orders from abroad by bank transfer - due to the higher costs for bank transfers from abroad - is HUF...-, to which postage costs incurred from time to time are added.
- The delivery time for orders is not more than 30 days (from receipt of the copy order form) and depends on the type of the order. For orders exceeding 100 images the deadline will be determined individually. The customer will be informed about it in writing.
- The fee of anonymising is ...- HUF/page. Anonymisation is used to exclude the possibility of establishing connection between a natural person and the data regarding

- him/her by a technical procedure. It is used when the researcher may not get acquainted with the content of the document for data protection reasons.
6. The price of images is given not for leaves but for pages.
 7. Larger documents may be scanned in parts only. The images may be ordered part-by-part or fitted together for an extra hourly fee. In this case a separate quotation will be given to the customer.⁹
 8. Urgency premium (for service within 3 working days): +50%.
 9. The ordered reproductions will be made available after the advance payment of the fee for the reprographic service. If the invoice is sent by post in paper format, postage costs will be charged to the customer and must be paid together with the fee by bank transfer.
 10. The online accessibility of digital images is sent to the customer by the staff of the Foundation after the payment of the fee.
 11. The permission for publication is provided only for images prepared by the Foundation. It is possible to ask for the permission using the form for this purpose. The fee for the permission for publication is calculated every time individually and is valid only for one time use. The fee for publication must be added to the fee for the reprographic service.

⁹ There is an hourly fee for fitting which is given to the customer in advance.

Annex 12 of the Research Regulations

Researcher's ticket number:/20.....



DECLARATION OF RESPONSIBILITY¹⁰

..... (name)

..... (address)

..... (number of identity document)

as a legal representative, I accept criminal and legal responsibility for the minor

..... (name)

..... (address)

.....(number of identity document)

in case of any material damage to the documents of the Collection caused by violation of the Research Regulations by him/her.

I declare that I know and accept the Research Regulations of the Otto von Habsburg Foundation. I give my consent to the processing of my personal data. Written withdrawal of this declaration results in the cancellation of the researcher's ticket of the minor.

Budapest, day ... month 20..... year

.....
signature

¹⁰ Please, fill in the form logically with readable/block letters!

RESEARCH PLAN

TITLE OF THE RESEARCH TOPIC:

PERIOD OF THE RESEARCH TOPIC:

DESCRIPTION OF THE RESEARCH TOPIC:

PROTECTION OF PERSONAL DATA

List of countries

Citizens of the following countries may research in the archival records of the Collection containing personal data within the protection period in case they have a valid statement of support:

Austria	Latvia
Belgium	Liechtenstein
Bulgaria	Lithuania
Cyprus	Luxemburg
Czech Republic	Hungary
Denmark	Malta
United Kingdom (England, Northern Ireland, Scotland, Wales)	Germany
Estonia	Norway
Finland	Italy
France	Portugal
Greece	Rumania
The Netherlands	Spain
Croatia	Switzerland
Ireland	Sweden
Iceland	Slovakia
Poland	Slovenia

Citizens of other countries may only do research in archival materials containing personal data within the protection period with an anonymized copy or with a statement of consent of the data subject.

APPLICATION FOR THE PERMISSION OF PUBLICATION

of reproductions made of the records and images possessed by the Otto von Habsburg Foundation¹¹

Name				
Address				
E-mail				
Acting on behalf of (name and address) The principal may be an institution, a publisher, an editorial office, etc.)				
Name on the invoice				
Billing address				
Tax number (for non- private persons)				
The purpose of publication ¹²	science	<input type="checkbox"/>	popular science	<input type="checkbox"/>
	education (e. g. thesis, PhD dissertation)	<input type="checkbox"/>	public collection	<input type="checkbox"/>
	advertisement	<input type="checkbox"/>	other (e.g. private...)	<input type="checkbox"/>
Form of the publication ¹²	book	<input type="checkbox"/>	TV/film	<input type="checkbox"/>
	journal, magazine	<input type="checkbox"/>	digital publication (DVD, CD)	<input type="checkbox"/>
	scientific periodical	<input type="checkbox"/>	internet/online content provision	<input type="checkbox"/>
	exhibition catalogue	<input type="checkbox"/>	other (e. g. decoration, etc.)	<input type="checkbox"/>
Name of planned publication				
Planned title of publication				
Planned date of publication				
Planned number of copies				
Type of broadcasting in television and radio	local	<input type="checkbox"/>	Europe-wide	<input type="checkbox"/>
	regional	<input type="checkbox"/>	world-wide	<input type="checkbox"/>
	national	<input type="checkbox"/>	other	<input type="checkbox"/>

¹¹ Please, fill in the form logically and readably.

¹² Please, put an x into the empty boxes.

The exact reference codes of the used record or image	Exact title of the selected record or image ¹³	Number of pages, folios, pieces

Me, the undersigned, aware of my criminal liability, hereby certify that the information given above is correct. I agree to process and use the copies containing personal data according to section 12 of Act CXII of 2011 on information self-determination and the freedom of information. I understand that the digital records/images may only be used in another publication, on another website, or be made available to third parties with the prior consent of the Otto von Habsburg Foundation.¹⁴

Budapest, day month 20.....year

.....

signature

¹³ The list may be extended.

¹⁴ Based upon the directorial decree of the Otto von Habsburg Foundation, the publication fee is determined on a case-by-case basis. The publication licence is valid for one occasion.

Filing number:

PERMISSION FOR PUBLICATION/USEof reproductions made of the documents possessed by the Otto von Habsburg Foundation¹⁵

The Otto von Habsburg Foundation agrees to the publication of records/images held in its Collection listed below/as an attachment under the following conditions:

Author of the publication:

.....

Title, publisher of the publication:.....

Reference codes:

.....

1. The customer becomes entitled to use the images upon payment of the publication fee specified in the price list.
2. The customer acknowledges that the permission for publication is for one time only and that the right of use is non-transferable.
3. One copy of the publication must be submitted to the Foundation free of charge.
4. The customer is obliged to indicate that the image originates from the Collection of the Foundation.
5. The user undertakes the obligation to settle any copyright issue which occurs only after the publication of the work.
6. The user acknowledges that in order to use the image(s) for advertising or political advertising, commercial propaganda, financial gain, the user must obtain the consent of the person(s) recognisably depicted in the picture [in the case of movable and immovable property, or product the consent of the rightful owners] prior to the publication. The user also undertakes the obligation in the case of use for other purposes to pay special attention to the respect of individual rights.
7. The user acknowledges that by signing this permission he/she will become liable to pay the fee within 15 working days of the date of completion of the authorization. The image(s) may be published upon presentation of the proof of payment.

The signed permission is considered by the Otto von Habsburg Foundation as a fee request.

Name on the invoice: Otto von Habsburg Foundation

Address: H-1014 Budapest, Palota út, 6452/1 hrsz. Budavári Palota „D” épület, Hungary

Tax number: HU 18909409

Account manager:

Account number:

SWIFT:

¹⁵ Please, fill in the form logically and readably.

The Otto von Habsburg Foundation will issue an invoice for the paid publication fee on the day of crediting, according to the data provided.

I accept the above.

Budapest,
.....

signature

Name of publisher/user:.....

Name on the invoice:

Address:

Tax number:

Permission given by:

**Registry number
of the application
for digitisation:**

.....
(to be filled out by the research room staff)

INVOICE REQUEST FORM

Name of the researcher:

.....

Telephone number:

.....

E-mail:¹⁶

Name on the invoice:

.....

Address:

.....

Tax number:

.....

Method of payment:¹⁷ – bank transfer

.....

researcher

Fee for the prepared reproduction:

A/4page unit price HUF

A/3page unit price HUF

Photo – research quality image unit price HUF
(150 dpi JPEG)

Photo –print quality image unit price HUF
(300 dpi TIF)

Note:

Date:

.....

research room

¹⁶ Where the invoice and the message can be sent.

¹⁷ Please, underline the method of payment.

Research application form (Library)

Name of the researcher:

Telephone number:

Number of identity card (in the case of foreigners: passport number):

.....

Permanent residential address:

.....

The exact topic of research:

.....
.....
.....

Aim of research:

.....
.....

Period of the research topic:

.....

Name of the supporting organisation:

Researcher's declaration (Library)

Me, the undersigned, aware of my criminal liability, hereby certify that the information given above is correct. I agree to preserve the integrity and order of documents obtained for research from the Library of the Collection of the Otto von Habsburg Foundation, and to respect the rules and regulations regarding research. I acknowledge that the research permit is only valid for the research of the material made available to me, and does not grant permission to publish the material, or to obtain the necessary copyright.

Budapest, day month 20..... year

signature of the researcher

I give permission for research in the subject given above / I do not give permission.

Explanation of the decision to refuse the research permit:

.....
.....

Budapest, day month 20..... year

deputy director for scientific affairs

Complaint submission form (Library)

Name of the complainant:	Date:
Contact information Number of researcher's ticket: e-mail: Address:	
The organisational unit concerned by the complaint:	The subject of the complaint:
Short description of the complaint	
Signature of the complainant:	
Name and position of the person receiving the complaint on behalf of the Library:	

Registry number:

Complaint resolution form (Library)

Name of the complainant:	Date:
Contact information	
Number of researcher's ticket:	
e-mail:	
Address:	
Subject and short description of the complaint:	
Name and position of the person receiving the complaint on behalf of the Library:	
Measures taken if necessary:	
Name of the person responsible for the remedy:	
Signature:	

Registry number:

Review request (Library)

Name of the complainant:	Date:
Contact information	
Number of researcher's ticket:	
e-mail:	
Address:	
Registry number of the complaint:	
Details of the review request:	
Signature of the complainant:	
Signature of the receiver of the complaint:	
Answer for the review request:	
Signature of the director:	