

# Aalto University Archives Archival Donation Agreement

**Donation recipient:** Aalto University Foundation sr acting as Aalto University, Business ID 2228357-4

**Name of donated material:**

**Name of donor:**

**Contact details of donor:**

Address:

Email address:

Phone number:

**Creator / creators, if donor is not the creator:**

**Donor's relation to the creator / creators:**

A donor representing an estate affirms to hold the authority to act on behalf of all estate representatives.

**Preliminary description of the material:**

Aalto University Archives preserves permanently materials related to the activities of Aalto University. The Archive ensures the preservation of the materials and fosters their accessibility and use for research. In addition to fulfilling its legal obligations, the Aalto University Archives also preserves other materials that are closely related to the University's activities, guided by the principle of archiving for the common good. Through this agreement, the Aalto University Archives receives the material deposited by the Donor.

The materials are organised, described, and added to the Archive's collections and open databases, becoming openly accessible to researchers. The materials are published as appropriate, in accordance with data protection legislation and the usage rights defined by the Donor, for use via the Archive's open online services.

For material subject to copyright, the Donor guarantees that they are either the Creator of the material or have the authority to deposit them with the permission of the creator(s) or right holders. With this agreement, ownership rights of the submitted material are transferred to Aalto University Archives. The Donor affirms that they have the authority to agree on copyright matters so that a non-exclusive parallel licence is granted to Aalto University for reproduction, public access, further transfer, and modification, as detailed by the selected licence.

This agreement does not affect the moral rights of the creator, which remain with the Creator. This agreement does not affect the Creator's right to use or publish the material elsewhere, both in print and digital form. The agreement applies to all submitted material.

The Aalto University Archives reserves the right to remove materials from the archive without prior notice to the Donor or Creator.

The processing of personal data is described in the Privacy Notice for Archives and Records Management Services available at <https://www.aalto.fi/en/arkiston-ja-asiakirjahallintapalveluiden-tietosuojailmoitus>

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**The Archive will appraise the material and accordingly dispose part of the material by**

return to the donor or  correct destruction.

Two copies of this Donation Agreement have been made, one for the Donor and one for the recipient.

**Place and date:**

Signature and print name

**Donor**

**Recipient**

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Records management, Aalto University