

## **Procedures for accessing Employee records in Jacob's Biscuit Factory Archive**

### **General Information**

The archive of Jacob's Biscuit Factory was acquired by Dublin City Library and Archive in 2012. Included in the collection are employee records for over 3000, mostly female, workers. Access to employee records is strictly controlled in order to ensure compliance with our statutory obligations under the Data Protection Act 2018 and the National Archives Act 1986.

Employee records can only be released in full to the employee themselves, or their closest living next of kin following proof. Proof is typically demonstrated through I.D., birth/marriage certs and census records.

In cases where you cannot show proof of relationship, we can provide you with an abstract of the employee record. This abstract would contain the core information from the record but would redact sensitive information.

All requests to access information in employee records must be submitted via email to [cityarchivess@dublincity.ie](mailto:cityarchivess@dublincity.ie). Only one request can be submitted per email and please allow a minimum of 21 days for processing.

To request an employee record please provide the following information:

- Full name of employee
- Date of Birth
- Approximate dates of employment
- Any additional useful information such as address, job role etc.

Staff will then carry out a search for the individual employee record. Please note that there are some gaps within the collection and we do not have a complete set of employee records.

**Additional information regarding all employee files:**

- Parts of a file may be redacted if it contains sensitive information regarding living individuals.
- Information is provided for research purposes only. It may not be published or shared with a third party unless you apply to [cityarchives@dublincity.ie](mailto:cityarchives@dublincity.ie) for permission to do so.
- Employee records do not contain photographs.
- We do not hold records on members of the Irish Volunteers who fought at the Jacobs Garrison 1916
- Dublin City Library and Archive retain the right to review and amend these procedures.