

FLORENCE COURT KITCHEN GARDEN ORAL HISTORY PROJECT

PARTICIPANT INFORMATION SHEET

1. **Title of Project:** Florence Court Kitchen Garden Oral History Project
2. **Legal basis for research for studies.** We are collecting and storing this personal information in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 which legislate to protect your personal information. The legal basis upon which we are using your personal information is “public interest task” and “for research purposes” if sensitive information is collected.. The General Data Protection Regulation [GDPR] which came into effect on 25 May 2018, and its implementing legislation, the Data Protection Act 2018 has changed the way in which we inform you about how your personal data is stored and processed, and how you can get access to it. For information about how the National Trust and British Library will use your personal data you can review our privacy policies at www.nationaltrust.org.uk/features/privacy-policy and www.bl.uk/aboutus/terms/privacy/ . Information contained within the interview itself will be processed in accordance with the British Library’s Collection Materials transparency notice at www.bl.uk/aboutus/terms/privacy/Collection%20Materials/ . Ethical practices associated with best practice for oral history will be used in the Florence Court Kitchen Garden project. See <https://www.ohs.org.uk/legal-and-ethical-advice> and <https://oralhistorynetworkireland.ie/practical-guidelines>
3. **Opening statement:** Please take time to read the following information carefully and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Please give this information sheet with your full attention. Take the time you need to decide whether or not you wish to participate.

This oral history project has been commissioned by the National Trust to record the oral histories of people associated with Florence Court Kitchen Garden. Your stories and memories of Florence Court Garden will be an important contribution to the Project. The research is likely to appeal to a diverse group of people including those who worked in the garden themselves or knew or were related to people associated with the garden. The project began on 30th January 2023. The oral history method (sometimes referred to as the life history method) will be used to create a new collection of oral histories drawing on people’s recollections of the garden. New insights on the garden will therefore be revealed during the project. Oral history enables people to share their perceptions of change spanning several years, often from childhood to the present day. As a collection, the oral histories will help us understand the impact of wider social and cultural change on the garden and how these changes shaped the experiences of those associated with it. The study will be conducted from 30th January 2023 to 31st March 2023.

4. **Why have I been invited to take part?** You are being invited to participate in this study as you are someone who has worked in and/or is associated with Florence Court Garden. Your unique insights will help us build a rich and detailed picture of people’s actual lived experiences when working in the garden. The project will also enable you

to recount the memories shared with you by others who have or have had a relationship with the garden.

5. **Do I have to take part?** It is entirely up to you to decide if you want to take part. A copy of the information provided here is yours to keep, along with the consent form if you do decide to take part. You will be free to withdraw from the research, even after the interview has finished up until the project finishes on or before 31st March 2023. If you decide to do this, then the digital file and any material relating to your interview, eg. summaries/transcripts/photographs will be deleted from the digital archive. If your contribution has already been used in any way on the website, please contact us on or before 31st March 2023 so it may be removed from the website.

You can still decide to withdraw at any time without giving a reason, or you can decide not to answer a particular question. You can withdraw from the study at any time by emailing Dr Angela Maye-Banbury angelamayebanbury@hotmail.com or info@achillorahistories.com. Alternatively, you can telephone Dr Maye-Banbury on 07947 507480.

6. **What will I be required to do?** You will be invited to take part in a recorded interview with Dr Angela Maye-Banbury, Oral Historian. Dr Maye-Banbury will note your full name, the name you wish to be addressed as in the interview, your date and place of birth, your phone number and your email address. Your interview may be conducted in person and/or on Zoom with Dr Maye-Banbury. During the interview, you will be asked open ended questions about your memories of Florence Court Kitchen Garden. The interview is very flexible and you are free to discuss what seem to you to be the most important issues. We have identified some indicative themes below which are likely to be featured as part of your interview. But these may vary depending on your own unique perspective. Indicative themes may include (but will not be confined to) the following with any emergent themes being further explored during the conversation:

Tell me about how you became associated with Florence Court Kitchen Garden.

Describe your first memories of Florence Court Kitchen Garden.

What everyday activities did you do actually in the garden i.e. areas of responsibility? e.g. cultivation methods; tools; routines essential to maintain and nurture the garden such as getting water; fertiliser.

What were your favourite parts of the garden and why?

How did the changing seasons impact on your work in the garden? What was your favourite season and why?

Do you have any photographs or artefacts from the garden you can share as part of the oral history project?

Who else was working in the garden at that time?

What physical structures do you remember most in the garden? What plants/trees/shrubs do you remember most? What insects do you remember? What smells and sounds can you remember?

What was the social aspect of working in the garden like for you? e.g. everyday social relationships. To what extent did you have any contact with the main house?

For you, what is it that makes Florence Court Kitchen Garden special?

How would you like to see Florence Court Kitchen Garden develop in the future?

Is there anything else you would like to add?

With your permission, your recorded interview will become part of the digital archive where it will be preserved as a permanent resource for use in research, publications, education, lectures, broadcasting and internet. The interviewer may also ask your permission to take your photograph. If you agree then the photograph will also become part of the Digital Archive where it will be preserved as a permanent resource for use in research, publications, education, lectures, broadcasting and the internet.

You may have kept interesting documents, images and objects about Florence Court Kitchen Garden. As the oral historian commissioned to undertake this work, Dr Maye-Banbury would be very grateful if you were willing to share these with them. She will arrange to scan them or take a photograph and upload these digital files on to the website. Your documents, images or objects will not be used without your consent, and you can tell us how it should be used.

7. **Where will this take place?** Interviews will be recorded in person at Florence Court beginning 3rd – 5th Feb 2023. Interviews will be also conducted on Zoom after these dates.
8. **How often will I have to take part, and for how long?** It is expected you will do one interview lasting about an hour. A time will be found to do your interview which suits you. Your interview will form part of a public archive so it is important you check the contents of your interview and identify any parts of the interview you would like to be removed. On completion of the interview, we will email you your audio file using a web based file transfer service (Zend To) and a verbatim (word for word) transcript to check for accuracy and to identify any misspellings and/or content you would not like to be excluded. Your written transcript will be made available around four weeks after your oral history interview. If any edits are needed, these will be undertaken as soon as possible. In keeping with the project timeline, we ask that you do a complete check of your interview no longer than 5 days following confirmation of receipt. The final version of both the written transcript and audio file will then be sent to you to be archives and/or used for outputs. These outputs include: publication by the National Trust on various sites (both audio and transcript extracts), broadcasting; newspaper, academic and other journals articles, book/book chapters and podcast series. We may ask you to do a follow up interview if there are further aspects of Florence Court Kitchen Garden you would like to share with us.
9. **If deception is involved in the study** in terms of withholding information or supplying some degree of misinformation, participants need to be alerted to it if at all feasible, e.g. some information may be withheld initially but you will be fully informed after the experiment etc., and/or the researcher needs to consult with a relevant user group about the likely acceptability of the deception to research participants.
10. **Are there any possible risks or disadvantaged in taking part?** There are no known risks or disadvantages associated with participation in this oral history project. No sensitive issues will be discussed. In fact, given how busy the world has become, people tell us they find the experience of recounting their life story to a professional researcher to be a positive, empowering and life affirming experience. Oral history is

a people's history. Oral history projects, therefore, often seek to recruit people whose voices are not immediately apparent in existing scholarship. They tell us that their experiences have been recognised and validated by an academic research study. Some interviewees have told us that, after an interview, they are motivated to conduct their own research and/or create a family history archive. You will be interviewed by Dr Angela Maye-Banbury, a highly experienced researcher with over thirty years of conducting oral history interviews. Dr Maye-Banbury has attended extensive training on oral history provided by the British Oral History Society and the Oral History Network Of Ireland. She has also designed and delivered training courses on many aspects of oral history in the UK, Republic Of Ireland and Europe wide. Dr Maye-Banbury has signed a confidentiality Agreement to ensure that they protect and respect the confidentiality of interviewees. Dr Maye-Banbury will ask questions in a clear and understandable way giving you as much time as you need to respond. That said, if during the course of the interview you feel uncomfortable at any time, please let the interviewer know so that your interview may be rescheduled or stopped entirely.

11. What are the possible benefits of taking part? This research study has been designed to capture the positive aspects about living in Florence Court Kitchen Garden. In your interview, you will be asked to talk about the things that make Florence Court Kitchen Garden special to you. In this way, the interview will (re) connect you with the garden. You will also have the chance to talk about aspects of Florence Court Kitchen Garden which are particularly appealing to you. We hope you enjoy taking part.

12. When will I have the opportunity to discuss my participation? Absolutely. You can contact Dr Angela Maye-Banbury for the duration of the study 30th Jan – 31st March 2023. In addition, Dr Maye-Banbury will be in touch with you when your interview transcript and audio file are ready for your verification. She will also be in contact with you to ask for your final sign off following revisions to the transcript or audio recording. She may be contacted on 07947 507 480 angelamayebanbury@hotmail.com info@achillorahistories.com

13. Will anyone be able to connect me with what is recorded and reported? Yes but only with your express consent. Your permission will be obtained before the recording takes place. Outputs may include your photograph, any other photographic materials you provide, your audio file and interview transcript. This material may also be included in other research outputs such as a book, book chapter, academic journal paper or podcast series. Your anonymity will be waived only with your express agreement. Should you not wish to be identified or connected with what is recorded or reported, please let us know. We can, for example, anonymise your contribution or assign you a pseudonym when using extracts from your transcript only for selected outputs.

14. Who will be responsible for all of the information when this study is over?

Dr Angela Maye-Banbury will be responsible for the data for the duration of the project, when the project is over. Any files to be sent electronically will be sent using Zend To. This system features secure encryption and decryption of uploaded files, using a user-selected passphrase to protect personal or restricted data. For the duration of the project, the audio files, transcripts and any photographic materials will be stored on Sheffield Hallam University's data servers at least until the end of the project i.e. when final sign off has been obtained. The data will then be deleted.

15. Who will have access to it? The material will be accessed by Dr Angela Maye-Banbury primarily. The oral history collection will then be made available as a collective

to interested parties at the National Trust. Dr Maye-Banbury will also transcribe the interviews.

16. **What will happen to the information when this study is over?** Your interview about life in Florence Court Kitchen Garden is likely to be of interest to a wider audience including researchers and members of the public. Selected materials such as an extract from your audio file, transcript and any photographic materials you have shared with us will remain with the National Trust. Your interview may be used for one or a combination of the following: academic journal papers; a book or book chapter; conference presentations; magazine or other media articles and a podcast series. Your interview may also form part of a collection of publicly available interviews held in a public repository such as a library, including the British Library or university collection. See <https://www.ohs.org.uk/advice/archiving/> and <https://oralhistorynetworkireland.ie/practical-guidelines>
17. **How long is the whole study likely to last?** The study will begin in Jan 2023 and end 31st March 2023.
18. **How can I find out about the results of the study?** To find out about the results of the study or to find out how the research is progressing, you can contact Dr Angela Maye-Banbury, Oral Historian. 07947 507 480 angelamayebanbury@hotmail.com info@achilloralhistories.com