

NAME OF ORGANISATION: INTERVIEWEE PACK

Disclaimer: The below documents are offered as no more than a guide to best practice and do not constitute formal legal advice. Please consult a solicitor if you require formal legal advice. While every effort has been made to ensure the accuracy of the information brought together here from a wide variety of sources and experience the Oral History Network of Ireland cannot accept liability for any consequences which may result from the use of this information for any purpose. Please note that while many universities and institutions have required templates for this information there is often a need to discuss alterations to these in line with disciplinary best practice for oral history. Please do get in touch if you need further advice on this.

We would like to acknowledge the help and advice of the UK Oral History Society and the British Library's Oral History team whose freely available participation and recording agreements have been adapted here for an Irish context.

This pack contains: a summary of the aim of (the project), the participant consent sheet, the recording consent sheet, an overview of data protection and an interviewee summary sheet.

ABOUT THE ORAL HISTORY PROJECT

Project Aim

(Name of organisation or project) is dedicated to the systematic recording and preservation of the life stories of the people of (insert name) past and present. These interviews will then be preserved as a permanent resource on the project's web site (insert web link) Unless recorded and reserved, these stories will be forgotten or rewritten by others. (Name of organisation or project) bridges this gap so that accounts of the past may be protected as recounted in people's own words.

What is Oral History?

Oral history is the gathering and recording of people's memories and opinions. It enables us to see the human side of historical events, rather than relying solely on books and records. It also allows us to challenge assumptions about our recent past by asking direct questions to people who lived through those times. Oral history is particularly valuable because we can seek out the views of all elements of society, including people that are often left out in general history books. There are challenges. People's memories can be flawed, or they may not feel able to talk openly about certain things. But in conjunction with other historical methods, oral history gives us a much richer understanding of our recent past. Each account is individual and told in the way the narrator

chooses, often supported by the asking of broad questions by the oral historian who is conducting the interview.

What happens during the oral history interview?

(Name of oral historian) will come to visit you (see appointment details overleaf). The interviewer will have a hand-held recorder which will be used to record the interview. You may also be invited to record your interview at your home or another suitable location. The interview should take place in a quiet room free from distractions if possible. You are welcome to have a family member or friend present during the recording.

The aim of the interview is to record *your* memories in *your* own words. Stories, anecdotes and asides are all welcome. The purpose of the recording is not to gain a formal history of the (name of location/theme) life per se but to learn about *your* personal experiences of life as you have experienced and witnessed it yourself.

We are also hoping to collect photographs and documentation relating to the life in (name of location/theme) over the years. This material does not need to be given permanently to the project (unless you wish to do so). We are happy to take it on short-term loan, copy it and return it to you. We will give full attribution to any material used. If you have any material that you think would be of interest to us, please do let us know.

What happens to your contribution?

In the short-term, your contribution will be stored on the project web site (insert link) and sections from it may be made accessible to the public. In the long-term we would hope that copies of the material would become available to researchers via a public archive, in public repositories such as libraries and other community archive points.

How will the material be used? The material collected may be used in the following ways:

- Public performance, lecture or talks.
- Use in publications, including print; audio or video cassettes, DVDs.
- Public reference purposes in libraries, museums and archives. o Use in schools, universities, colleges and other educational establishments, including use in a thesis, dissertation or similar research.
- Other creative endeavours such as short stories, novels and other outputs.
- Use on radio, television or social media.
- Use in apps for smartphones / tablets / laptops and computers. o Publication worldwide on the internet.

Permission to use your recordings:

Before we begin recording, you will need to read and agree to sign a **participation agreement** attached below. This only gives us permission to record the interview and not to do anything with it. After the interview you will be asked to sign a **recording agreement** also attached

below. Signing this form means that you are allowing (name of organisation) to use your interview in the ways listed above. This also means that you are giving copyright of this material to (name of project) , on the understanding that it will not be used in a derogatory manner and that you will be correctly identified in all uses of it. If you have any questions about this, please do not hesitate to contact (name of project) in advance of your interview.

Data Protection Statement

This project is being led (name of oral historian/project manager) on behalf of (name of organisation) In addition to the details listed above, you can also contact us at (Insert email address) to discuss aspects of your contribution to this project. As outlined within the documentation below we will store and use your personal contact details in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

We collect your personal data for the purpose of creating an archival collection that will facilitate historical research and inquiry for generations to come. This is permitted under Article 6 GDPR which allows us to collect data where processing is necessary for the performance of a task carried out in the public interest. When the interview is completed, you will be asked to sign a Recording Agreement (below) to give us permission to include your interview as part of our project archive. If you do so you are agreeing that we can permanently retain and securely store your personal contact details as part of the project. These details will not be shared with anyone unless we are obligated to do so for legal purposes, such as evidencing ownership or demonstrating a valid Agreement. Your personal data (address, email address, phone number) will only be used by the project team to follow up with you about issues relevant to the recording agreement, to seek clarification or further details about aspects of the recording and to update you if any of the project terms and conditions change significantly. If you sign the Recording Agreement below without restrictions, your named, recorded interview and photograph will be made available in the ways listed as a permanent resource for historical research now and in the future.

Under this legislation you have the following rights in respect of data processing – the right of access; the right of rectification; the right to restrict processing and the right to object. If you have concerns about your rights you can contact (name of project manager) (email address of project manager). If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Irish Data Protection Commission. For more detail visit <https://www.dataprotection.ie/>.

The purpose of the **participation agreement** is to ensure that you are happy with all aspects of your participation in our project as outlined in the information leaflet you received. When you sign this form, you are agreeing to take part in a recorded interview and you are allowing us to store and make use of your responses and personal data now and in the future in order to administer and archive your interview. Signing this form does not give us any rights to publish or disseminate your responses.

After the interview we will ask you to complete a **Recording Agreement** to formally give us permission to use your recorded interview for the purposes of our research project, to make it accessible online and to archive it for future generations. It will also give us rights to publish or disseminate whole or stand-alone sections of your interview.

We will also complete an **Interviewee Data Sheet** for our own records. This will be stored by ourself in a safe data storage server.

FORM 1: PARTICIPATION AGREEMENT

PARTICIPATION AGREEMENT

The Project

(Name of project)

Your Personal Data

New data protection legislation (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.

What will we do with your responses?

If you agree to participate in our project a member of the project team will arrange a convenient time to meet you to record an interview with you. Audio recorders will be used. You will be named on the recording as the interviewee. By signing this form, you agree to participate in a recorded interview where you are identified. When the interview is complete, we will ask you to sign a Recording Agreement to allow us to use your responses in a range of different ways outlined on that form. If you wish to review your interview before signing the recording agreement, we will send you a copy of your interview to review and you can also request restrictions to the future uses of your interview at that point. You do not have to sign the recording agreement if you decide after the interview not to continue your participation in the project and even if you do you can still withdraw your interview up to 12 weeks after the recording has taken place. If you do withdraw, your response will be deleted in its entirety.

What we will do with your personal data on this form?

The data contained within this form will be held securely and not shared with anyone unless we are obligated to do so for legal purposes, such as evidencing ownership or demonstrating a valid Agreement. Your personal data will only be used by the project team to follow up with you about issues relevant to the recording agreement, to seek clarification or further details about aspects of the recording and to update you if any of the project terms and conditions change significantly.

You can withdraw from this project entirely by notifying us by sending an email to (insert name of project manager/oral historian) at (insert email address) until the final date to withdraw from the project provided below. After this point, your interview will become part of the project archive and may be used in whole or in part in the ways outlined on the recording agreement.

This Agreement is made between you (“the project participant”, “I”, “the interviewee”) and (name of organisation),

Your name:

Your address:

Your email:

Your phone:

Date of recording:

Final date to withdraw from the project (12 weeks from recording date):

Declaration

I hereby agree to take part in an interview for (insert name of organisation) and to allow the project's researchers to process my recorded responses. I am fully aware that I will have an opportunity after the recording to consider whether to sign the associated Recording Agreement allowing my full interview to be made publicly available subject to any closure or restrictions that I might request.

Signed:

Name in block capitals:

Date:

FORM 2: RECORDING AGREEMENT

RECORDING AGREEMENT

The aim of this study is record and preserve the oral histories of the people of (insert theme for oral history project) (past and present) for current and future generations.

Having already agreed to participate in an interview with the project team as indicated by your 'participation agreement', this form asks that you now give us permission to add your recording to our project archive where you will be named and identified as the 'interviewee'. You may add any restrictions or conditions to the future uses of your interview in the space provided below.

This Agreement is made between you ("I", "the interviewee") and the project "name of organisation)

Your name:

Your address:

Your email:

Your phone no:

With regard to the interview which took place on (insert date and time):

Declaration:

I, the interviewee, confirm that I have read and fully understood the information leaflet sent to me outlining the details of (name of organisation)

I understand that my participation is voluntary and that I am free to withdraw from this research project up to 12 weeks after the completion of this interview i.e. on or before (insert date):

Having already agreed to participate in this project, I now grant permission to (name of project) to permanently retain and use my recorded interview consisting of the recollections of a contributor and constituting a literary work as defined by the Copyright and Related Rights Act, 2000.

As present owner of copyright in the contributor content (i.e. the words spoken by the interviewee), I hereby assign such copyright to (name of project) on the understanding that the content will not be used in a derogatory manner and that as the author of the contribution I will be correctly identified in all uses of it.

In assigning my copyright, I understand that I am giving (name of organisation) the right to use and make available the content of the recorded interview in the following ways:

- Public performance, lecture or talks.
- Use in publications, including print; audio or video cassettes, DVDs, CD ROM, USB keys, etc.; or online.
- Public reference purposes in libraries, museums and archives.
- Use in schools, universities, colleges and other educational establishments, including use in a thesis, dissertation or similar research.
- Use on radio, television or social media.
- Use in apps for smartphones / tablets / laptops and computers. o
Publication worldwide on the internet.

I also give permission to (name of organisation) to use and make available the photograph taken of me on the day of the interview alongside sections or the entirety of my interview.

If you do not wish to assign your copyright to (name of organisation), or you wish to limit public access to your contribution in some way e.. retain in archive for a set number of months/years, please state these restrictions and conditions here:

Signed:

.....

Name in block capitals:

Date:

NB: REMEMBER TO SIGN TWO COPIES OF INFORMED CONSENT AND DEED OF GIFT FORM: ONE FOR YOUR INTERVIEWEE TO KEEP AND THE OTHER FOR YOUR RECORDS.

FORM 3: INTERVIEWEE DATA COLLECTION SUMMARY

NAME OF ORGANISATION

INTERVIEW DATA COLLECTION SHEET

To be completed by the Interviewer in consultation with the Interviewee(s).

Title		Previous Name	
Forename(s)		Occupation	
Surname		Gender	
Date and place of birth		Association with (name of organisation)	

Date(s) of recording	
Location(s) of interview	
Name of interviewer	
Type of recorder	
Recording format	
Number of tracks	
Mono/Stereo	
Total duration [XX:XX:XX]	

Recording notes (e.g. background noise, audio quality)
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Please tick which of the following are supplied:

Content Summary (mandatory)	<input type="checkbox"/>	Photograph	<input type="checkbox"/>
Permission and assignment of copyright form (mandatory)	<input type="checkbox"/>	Other related items (list overleaf)	<input type="checkbox"/>
Verbatim transcript (optional)	<input type="checkbox"/>	<i>Insert Unique Ref No.</i>	<input type="checkbox"/>
Name of transcriber	<input type="checkbox"/>		<input type="checkbox"/>

Drawing on guidance produced by the [Oral History Network Of Ireland](#)

FORM 4: CONSENT TO USE IMAGES

TITLE OF RESEARCH STUDY:

Photographs taken of you would be used to add interest and exemplify the research findings. For example, they may be used as illustrations in website summaries, research reports, summary leaflets, newspapers articles and/or conference presentations. They will not be used in any way that would show you in a bad light.

To be completed by the participant:

- | | | YES | NO |
|----|--|--------------------------|--------------------------|
| 1. | I agree to have my photograph taken. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | I understand that my questionnaire responses will not be linked to the photograph(s). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | I understand that my name will not be linked to the photograph(s). | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | I understand that I will not be given credit for my appearance in photograph(s). | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | I give the project team permission to: | | |
| | - put my photograph(s) on websites | <input type="checkbox"/> | <input type="checkbox"/> |
| | - use my photograph(s) in printed material (e.g. reports, leaflets, newspaper articles, news releases) | <input type="checkbox"/> | <input type="checkbox"/> |
| | - use my photograph(s) in presentations (e.g. at conferences or seminars) | <input type="checkbox"/> | <input type="checkbox"/> |

Signature of participant: _____ **Date:** _____

Name of participant (block letters): _____

Signature of investigator: _____ **Date:** _____
(Name, address, contact number of investigator)