# Oral History Participation Agreement

## Contact details

Organisation/project name:

Telephone number:

Email address:

## Purpose of the form

The purpose of this form is to explain how the recorded interview which you agree to undertake will be used by [ *name of your organisation* ] and archived at
[*storage location* ]. When you sign this form, you are agreeing to:

* Take part in the interview
* Allow [*name of your organisation* ] to store and make use of your personal data in order to fulfil the project’s aims from now until [*date:* ]

OR from now and in the future

* Allow [ *name of your organisation* ] to store and use your personal data now and in the future in order to administer and archive your interview

After your interview we will ask you to complete an Oral History Recording Agreement to sign-off the terms under which your interview will be:

* Used by [*name of your organisation* ]
* Made accessible at [*name of your organisation* ] and through

[*name of your organisation* ]’s online services

You have been invited to take part in [*project name* ] which documents [*brief description of project*]:

Project team and organisation:

## Your personal data

The European Union’s General Data Protection Regulation (GDPR) and its implementing legislation, the Data Protection Act 2018, determines the way in which
[*name of your organisation* ] informs you about how your personal data is stored and processed, and how you can access it.

The legal basis for [*name of your organisation* ] processing of personal data contained in oral history recordings and related permission forms is the performance of a public task. The legal basis for processing Special Category Data contained in oral history interviews is archiving for legitimate interests.

[*name of your organisation* ] will restrict access to any recording if its content if it is likely to cause substantial damage or distress. Further information is given in its privacy notice which is available at:

## How we will use your personal data

The data contained within this form will be held securely by
[*name of your organisation* ] and not shared with anyone, unless
[*name of your organisation* ] is obligated to do so for legal purposes, such as evidencing ownership or demonstrating a valid agreement. The information contained within the interview itself will be made available (subject to your agreement) for:

* Project use:
* Through [*name of your organisation* ] to researchers and other members of the public who access oral history content. We will keep this data in perpetuity, so as to preserve the oral history of Norfolk and inform the research of future generations.

You can request partial or complete closure of your interview to public access using the Oral History Recording Agreement which you will complete after your interview.

## Your agreement to take part

This Agreement is made between [*name of your organisation* ] and you (“the Interviewee”, “I”):

Your name:

Your address:

Date:

## Declaration

I hereby agree to take part in an interview for [*name of your organisation* ] and am fully aware that the content of this interview will be publicly available, subject to any closure or other restrictions that I might request when the interview has been completed.

By or on behalf of the Interviewee:

Signed:

Name in block capitals:

Date: