

**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.*

## **SAMPLE INTERVIEWEE PACK**

### **Project Aim**

This project aims to ... The project will record face-to-face interviews with ... These interviews will then be preserved as a permanent resource on the SUBJECT, WHERE. It is hoped that sections from some of the interviews will be used HOW and WHY.

### **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.

### **What happens during the interview?**

XXX, Lead Researcher, will come to visit you (see appointment details below). The interviewer will have a hand-held recorder which will be used to record the interview.

The interview will be more like an informal chat, but 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 SUBJECT, but to learn about *your* personal experiences of life IN / AT SUBJECT.

We are also hoping to collect photographs and documentation relating to the SUBJECT. This material does not need to be given permanently, we are happy to take it on short-term loan, copy it and return it to you. 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 WHERE 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 HOW. 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, 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.
- 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 PROJECT to use your interview in the ways listed. This also means that you are giving copyright of this material to the 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 PROJECT LEAD in advance of your interview.

**Appointment details (if you are no longer willing to participate please just let me know):**

<b>Time:</b>
<b>Date:</b>
<b>Location:</b>
<b>Name of Interviewer:</b>
<b>Interviewer's Contact:</b>

#### **Data Protection Statement**

This project is being conducted by PROJECT LEAD, on behalf of ORGANISATION. In addition to the details listed above you can also contact us at EMAIL 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 the PROJECT DATA PROTECTION OFFICER by email INSERT EMAIL. 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/> .

## **SAMPLE: Participation Agreement**

The purpose of this form 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.

### **The Project**

YOUR PROJECT DETAILS

### **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 X AMOUNT OF TIME / BY DATE after the interview if you so choose. If you do 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 email to EMAIL or by post to NAME AND 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.

**Your agreement to take part**

This Agreement is made between you (“the project participant”, “I”, “the interviewee”) and the NAME OF PROJECT project:

Your name:	
Your address:	
Your email:	
Your phone:	
Date of recording:	
Final date to withdraw from the project:	

**Declaration**

I hereby agree to take part in an interview for the NAME OF PROJECT project 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: .....

**Recording Agreement**

The aim of this study is PROVIDE SUMMARY PROJECT DETAILS HERE

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 NAME OF PROJECT project:

Your name:	
Your address:	
Your email:	
Your phone:	

in regard to the interview which took place on (date(s)):  
.....

**Declaration:**

- I, the interviewee, confirm that I have read and fully understood the information leaflet sent to me outlining the details of the NAME OF PROJECT project.
- I understand that my participation is voluntary (it is my choice) and that I am free to withdraw from this research project up to TIME PERIOD after the completion of this interview i.e. on or before (date): .....
- Having already agreed to participate in this project, I now grant permission to the NAME OF PROJECT 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 the project *PROJECT NAME* 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 the project *PROJECT NAME* 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.
  - Publication worldwide on the internet.
- I also give permission to the project *PROJECT NAME* 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 the PROJECT NAME, or you wish to limit public access to your contribution in some way, please state these restrictions and conditions here:*

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Signed:

.....

Name in block capitals: .....

Date: .....