

OHNI Online Feedback Session Information Sheet

Thank you for considering participating in this Oral History Network of Ireland (OHNI) Online Feedback Session, which is one part of a strategic review of OHNI funded by the Heritage Council. The purpose of this information sheet is to explain to you what the session is about and what your participation would involve, to enable you to make an informed choice to participate or not.

The purpose of this session is to generate feedback on how we can better support the collection and preservation of oral histories across Ireland and how we can improve our OHNI membership offer. We very much welcome involvement from anyone interested, those with and without experience of oral history interviewing, and OHNI members and non-members. Should you choose to participate, you will be asked to share your thoughts in a small group discussion, which will be facilitated by OHNI's Strategic Development Officer, Daisy Roberts. This feedback session will be audio recorded and is expected to last around 45 minutes.

Participation in this session is completely voluntary. There is no obligation to participate, and you can choose not to answer specific questions, or decide to withdraw from the session at any point. Once the feedback session has concluded, you can still choose to withdraw your contribution in full in the week after the conclusion of the feedback session by emailing drobotts@oralhistorynetworkireland.ie. From that point on, withdrawal will not be possible as the feedback session will then be transcribed and analysed.

Only the Strategic Development Officer and the Strategic Review Project Team of OHNI will have access to the audio recordings where you are identifiable. You will not be named in any reporting on the focus groups, internal or external, we will instead assign a pseudonym (not

your real name). However, please note if you are discussing issues directly relevant to your group or community it may be possible for a reader to decipher who you are.

Once the feedback session is completed, the recording will be transferred to a password protected laptop and wiped from the recording device. The data will then be transcribed by the Strategic Development Officer using an EU GDPR compliant transcription service and pseudonyms (not real names) will be used for all participants. 6 months after this is done, the audio-recording will also be deleted and only the transcript using pseudonyms will remain. This will be stored on a password-protected OHNI laptop, hard-drive, and online folder. Personal information gathered in Registration and Consent Forms will be held on a password-protected laptop and hard drive only. The data will be stored for a minimum of ten years for legal data retention purposes and then deleted by OHNI.

Funding for these events has been granted by the Heritage Council. Key findings and conclusions will be reported to the Heritage Council. Excerpts from responses given in the feedback sessions may also be quoted in publications and presentations by OHNI, but in ways which do not identify who you are.

We do not anticipate any negative outcomes from participating in this feedback session. If you have any queries about this session, you can contact the Strategic Development Officer Daisy Roberts at droboterts@oralhistorynetworkireland.ie.

If you wish to take part in this session, please complete the Participant Consent Form on the event registration page on OHNI's website.