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RECORDING AGREEMENT FORM

The purpose of this recording agreement is to ensure that your contribution is added to the collections of the Scottish Oral History Centre Archive held by Archives and Special Collections at the University of Strathclyde in strict accordance with your wishes. All material will be preserved in compliance with the General Data Protection Regulations (May 2018) as a permanent public reference resource for use in research, publication, education, lectures and broadcasting, and made available on an open access basis unless you state otherwise.

1. May the stated recording(s) and any summaries or transcriptions of them be used in Archives and Special Collections at the University of Strathclyde for authorised research or consultation? **Yes/No**
2. May a copy of the stated recording(s)/transcription be made for the use of authorised researchers and other interested parties? **Yes/No**
3. May the stated recording(s)/transcription be used for educational purposes, educational publications, talks or educational broadcasts, including on the University of Strathclyde website? **Yes/No**
4. May the stated recording(s)/transcription be used for marketing, fundraising, public broadcast and/or publication? **Yes/No**
5. May the recording(s)/transcription be made available online on an 'open access' basis without any restrictions? **Yes/No**
6. May the name of the contributor be used (you can choose to be anonymous)? **Yes/No**
7. Do you give permission for your photograph to be taken and archived with your interview and made available for the purposes stated in paragraphs 1-5 **Yes / No**
8. Do you wish to add any other instructions or restrictions in relation to your contribution? **Yes/No**

If **Yes**, please give details (continue on another page if needed):.....

I hereby give you all the permissions you need from me, including the waiver of any moral rights in my contribution, in order to make the recording and use the recording and transcripts thereof and photograph(s) as detailed herein. I hereby assign the performance rights in my contribution to the University of Strathclyde. I understand that it will be stored and used as detailed here.

Signed:..... Date.....

Name (print):.....

Address:.....

Postcode..... Tel no.Date.....

Signed (for SOHCA)Archive ref. noNote: We will be processing your data in accordance with our **Data Protection Privacy Notice**.

University of Strathclyde Archives (Oral Interviews) Data Protection Privacy Notice

The University of Strathclyde is a data controller under data protection legislation. We are committed to transparency and to complying with our responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation. It is important that you read this notice prior to providing your information. Any enquiries regarding data protection should be made to the Data Protection Officer at dataprotection@strath.ac.uk.

How we use your personal data

We will use your information only for the purposes set out above, i.e. to archive your oral history recording and make it publically accessible to researchers according to your wishes. It may be retained in perpetuity in the University Archives.

Legal basis for processing

Under data protection legislation we are required to identify our legal basis for processing. In this situation your data will be processed for the following stated purposes:

The University will be processing the personal data within your interview and transcripts thereof and any photograph(s) as part of the performance of a task carried out in the public interest in accordance with the General Data Protection Regulation (GDPR May 2018).

Where more sensitive or “special category” data is contained within your interview and transcript thereof it is processed because it is necessary for archiving purposes in the public interest, and for historical research purposes.

Retention Period

The oral history recording, summary and/or transcription and photograph(s) may be retained in perpetuity in the University Archives.

Your rights in relation to personal data

Data Protection legislation sets out a number of rights for individuals in relation to how their personal data is processed, but these do not apply in all circumstances, and will depend on the legal basis for processing. In this case, the following rights may not apply where we have adequate safeguards in place to protect your data, or where the application of such rights would prevent or severely impair the achievement of the purpose of archiving in the public interest or historical research.

In some circumstances you may be able to:

- access your personal data held by the University.
- ask for personal data to be rectified if it is inaccurate or incomplete.
- ask us to restrict the use of your data (for example, if you have raised concerns about the accuracy or use of your personal data) until we have investigated and responded to you.
- object to the processing of your personal data.
- ask us to erase your personal data.

To exercise these rights, or if you have any concerns/issues with the way the University has processed your personal data you can contact the Data Protection Officer at dataprotection@strath.ac.uk. You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner’s Office (<https://ico.org.uk/concerns/>).