Director: Professor Arthur McIvor, Faculty of Humanities & Social Sciences, University of Strathclyde, 4.21 Lord Hope Bld, 141 St James Rd, Glasgow G4 0LT.  tel: +44(0)141 444 8364; email: a.mcivor@strath.ac.uk

**Participant Information Sheet (Consent for Interview)**

**Project title:** Research on the History of xxxxx

My name is XXXXX and I am a researcher / student in XXX at the University of Strathclyde, Glasgow ('University'). [You can add further background information here if you wish]

**What does taking part in the study involve?**

I am hoping to interview people who have memories of xxxxxx / undertake a life story interview [delete as necessary]. If you agree to take part in the study, an oral history interview with us would involve spending as little or as much time as you are comfortable with talking about your memories. The interview will be conducted face-to-face with me at a mutually convenient location. You do not have to answer any questions you do not wish to, and you may stop the interview at any time. You can also change your mind and decide not to take part at any time, if you wish, without giving a reason.

**What will happen to your interview?**

Your interview will be recorded then written down (transcribed) exactly as spoken on to paper or a time-coded summary will be prepared. You have the right to put your own name to your interview recording and transcript or, if you prefer, to be anonymous (in which case your name will never be used in any publication). In order to use your material in any publications we must ask you to sign a Recording Agreement Form. If you wish, your memories can also be used by subsequent historians and researchers who might wish to consult the archived interviews (subject to your further agreement via the Recording Agreement Form completed at the conclusion of the interview). The University will be processing the personal data within your interview and transcripts/summaries thereof 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). The University’s public task is set out in the University’s Charter. 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. Please also read our Data Protection Privacy Notice (overleaf).

We ask that you consider these issues and if you agree to be interviewed and for your memories to be so used, we ask you to complete a Recording Agreement Form prior to the interview taking place. This protects your legal rights, ensures that your interview recording and transcript are properly and professionally archived and looked after and enables us as researchers (and subsequent researchers if you wish) to utilise your memories in any future research. A copy of your interview will also be sent to you (securely under arrangements agreed with yourself), for listening to and checking giving you the opportunity to indicate if you wish anything to be taken out or changed. Note: *In exceptionally rare circumstances where criminality is suspected your recorded interview could be accessed by police even if you have asked for it to be closed or restricted.*

This procedure is in line with your legal rights and we operate strictly to the moral, ethical and legal requirements laid down by the UK Oral History Society.
Thank you for reading this information – please ask any questions if you are unsure about what is written here.

This investigation was granted ethical approval by the University of Strathclyde Ethics Committee (Humanities).

If you have any specific questions about the research, about what taking part in an oral history interview involves or about what happens after the interview, please contact either me or the SOHC Director, Professor Arthur McIvor

**My Contact Details:**

**ADD NAME AND FULL CONTACT DETAILS**

**SOHC Director:**
Prof. Arthur McIvor
Scottish Oral History Centre
Faculty of Humanities and Social Sciences
University of Strathclyde
Lord Hope
141 St James Road
Glasgow G4 0LT
Tel: 0141 444 8389
a.mcivor@strath.ac.uk

If you have any questions/concerns, during or after the investigation, or wish to contact an independent person to whom any questions may be directed or further information may be sought from, please contact:

Secretary to the University Ethics Committee
Research & Knowledge Exchange Services
University of Strathclyde
Graham Hills Building
50 George Street
Glasgow
G1 1QE
Telephone: 0141 548 3707
Email: ethics@strath.ac.uk
I confirm that I have read and understood the information sheet for the above project and the researcher has answered any queries to my satisfaction.

I understand that my participation is voluntary and that I am free to withdraw from the project at any time, without having to give a reason and without any consequences.

I understand that I can withdraw my data from the study at any time.

I understand that if I wish to be anonymous, any information recorded in the investigation will remain confidential and no information that identifies me will be made publicly available.

I consent to being a participant in this project and to being recorded as part of the project.

I,

(PRINT NAME OR PSEUDONYM)

hereby agree to take part in the above project

Signature of Participant: ____________________________ Date: ___________

PLEASE SIGN AND RETURN THIS SLIP TO:

Researchers name....................................................................................................................

Address......................................................................................................................................
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 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 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/).