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Participant Information Sheet (Prior Consent for Interview)

YOUR PROJECT TITLE: eg Glaswegians' Perspectives of the City of Culture, 1990

You are being invited to participate in a small research project titled 'xxxxxxxxx'. Please read and consider the following information about the study and do not hesitate to ask us questions if anything is not clear (our full contact details can be found on p. 3).

About the project

My name is xxxxx and I am [say something about yourself – e.g. a student at the University of Strathclyde; volunteer for xxx oral history project etc]. I am currently doing research for my undergraduate Honours dissertation which is on xxxxxxxx. As part of this research I am conducting oral history interviews with people who personally witnessed the events I am researching [expand on this as necessary]. Within this interview I am hoping to gain insight into [ADD DETAILS xxxxxx]. I am interested in speaking to and recording the memories of people like you, who lived through and actually experienced this period because [ADD DETAILS xxxxxxx]

I would be delighted if you would participate in an oral history interview with me.

What does taking part in the study involve?

I am hoping to interview xxxx people with first-hand experience and knowledge of xxxxxx. If you agree to take part in the study, an oral history interview with me would involve spending as little or as much time as you are comfortable with talking about your memories. The interview will be conducted according to your preference - face-to-face at a mutually convenient location or remotely via the telephone or online. You can choose not to answer any questions that make you feel uncomfortable and you may stop the interview at any time. You can change your mind and decide not to take part in this project 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 summarized [adjust as necessary]. 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. 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.

You should be made aware that in rare circumstances where criminality is suspected or indicated (and where there is a police investigation for example) your archived testimony can be accessed by the force of law even if you have asked for it to be closed or restricted (as in the Boston College Belfast Project case in 2014 – for more information see below). The project cannot accept information concerning unprocessed illegal activity and the latter will usually be redacted from the interview for your protection.

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

Thank you for reading this information: If you have any specific questions about what is written here, about the research, about what taking part in an oral history interview involves or about what happens after the interview, please contact either me, my supervisor or the SOHC Director, Professor Arthur Mclvor

My Contact Details:

ADD YOUR NAME AND FULL CONTACT DETAILS

ADD YOUR SUPERVISOR and contact details

SOHC Director:

Prof. Arthur Mclvor
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Faculty of Humanities and Social Sciences
University of Strathclyde
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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

Informed Consent Return Slip



[ADD PROJECT / DISSERTATION TITLE]

Interviewees are asked to sign and return this slip to the researcher

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 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 be interviewed for the purpose of the above project and for my interview to be recorded

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/>).