**Oral History Permission Form for pre-interview questionnaire, recorded interview, and associated images.**

The purpose of this form is to explain how the information you provide in a pre-interview questionnaire and in a recorded interview will be archived. When you sign this form, you are agreeing to take part in the interview and allowing us to store, share, and make use of your personal data now and in the future to administer and archive your oral history.

We may complete or ask you to complete a pre-interview questionnaire, which will help us structure and correctly transcribe or summarise your oral history interview. We may photograph or scan any records that you are happy to share with us. We will record the details of your story and your contact details, which we will use as proof of your ownership and agreement when we deposit your oral history (including the pre-interview questionnaire and any associated images) with [INSERT NAME OF CHOSEN DEPOSITORY].

After your interview, we will ask you to complete an Oral History Recording Agreement and a separate Copyright Permission to sign-off the terms under which your interview and any associated digital images will be stored, preserved, and used.

**The collection to which you are contributing.**

You have been invited to take part in a project to preserve and document the history and experience of Jews in [INSERT PROJECT’S DETAILS]. As part of this project, we are recording oral histories and will archive them with [INSERT NAME OF CHOSEN DEPOSITORY] for permanent preservation and public access. We may use your recording and any other material for other purposes, but only if you give explicit agreement.

**Your personal data.**

Data protection legislation (the UK General Data Protection Regulation [UK GDPR], which came into effect on 25 May 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. We now need to seek your active permission in writing to take part in the interview and to continue to store and make use of the personal data which you give us, such as your name and contact details, and of course the content of your interview.

We follow the Oral History Society’s best practice guidance on data protection (<http://www.ohs.org.uk/advice/data-protection/>).

**What we will do with your personal data.**

Authorised members of our team will only use your personal data for the following purposes:

* Legal purposes, for example as evidence of your ownership and consent, when depositing your oral history with [INSERT NAME OF CHOSEN DEPOSITORY].
* Administrative purposes, for example to contact you or your appointed representative for matters relating directly to your recording.
* Research, for example as a record of the provenance and history of the recording.
* Collection management purposes, for example to transcribe/summarise or to catalogue your oral history.
* Specific purposes: when you give us explicit consent, we will use your oral history contribution for specific purposes (e.g., publishing it on our own website; using it in exhibitions, reference, research, publications, and for educational purposes).

We will pass your data on to [INSERT NAME OF CHOSEN DEPOSITORY] who will keep it indefinitely.

The data will be held securely and will only be shared with [INSERT NAME OF CHOSEN DEPOSITORY]; it will not be shared with any third party without your permission. You can request partial or complete closure of your interview to public access using the Oral History Recording Agreement which you will complete after your interview has been completed.

You can request a copy of the personal data we hold about you at any time by contacting [INSERT THE DETAILS OF THE RELEVANT PERSON].

Please note that Article 89 of the GDPR has an exemption which allows personal data to be retained and processed indefinitely for ‘archiving purposes in the public interest’, and for ‘scientific and historical research purposes’, so requests to amend or delete archived oral history interviews can be declined.

**Your agreement to take part.**

This agreement is made between [INSERT THE NAME OF YOUR ORGANISATION] (the interviewer) and you (the interviewee).

**Declaration:**

I hereby agree to take part in an interview for [INSERT THE NAME OF YOUR ORGANISATION] and agree that [INSERT THE NAME OF YOUR ORGANISATION] may store, process, and retain my personal data in order to pursue its aims, objectives, and activities. In addition, I agree that [INSERT THE NAME OF YOUR ORGANISATION] may share my data, as proof of my ownership and consent, with [INSERT NAME OF CHOSEN DEPOSITORY], when depositing and archiving my oral history contribution, and any associated images, with them for permanent preservation and public access.

This agreement is subject to any closure or other restrictions that I might request when the interview has been completed.

I understand that full details of how [INSERT THE NAME OF YOUR ORGANISATION] collects and processes my data are stated in the Data Privacy Notice available upon request from [INSERT THE DETAILS OF THE RELEVANT PERSON].

By or on behalf of the Interviewee:

**Signed:**

Name in block capitals:

Address:

Date: