



Scottish Council on Archives
Room 18, HM General
Register House
2 Princes Street, Edinburgh
EH1 3YY

ORAL HISTORY PARTICIPATION AGREEMENT

The purpose of this form is to ensure that you understand the research project and how your participation through the medium of a recorded interview will be used going forward. When you sign this form you are agreeing to take part in the interview and allowing us to store and make use of your personal data now and in the future in order to administer and archive your interview. However, we will outline exactly how your data will be stored and your legal rights both within this document and in our participant information sheet which gives an in-depth description of the project.

After your interview we will ask you to complete an **Oral History Recording Agreement** to sign-off the terms under which your interview will be accessible on the Scottish Council on Archives website and within the Sgeulachd nan Eilean archives.

Oral history at the Scottish Council on Archives:

The Scottish Council on Archives (SCA) is a small advocacy and development body for Scotland's archives and records sector which supports the efficiency and effectiveness of archival management throughout Scotland. This is achieved through a variety of ways including workshops and events, supporting professionals through the development and delivery of a variety of tools necessary within the archival process. The SCA is a charitable organisation and values its wide network of partners within the heritage sector. This oral history project 'Voices: The Hebridean Story' will enable the SCA to create their own archival material in collaboration with valued partners such as *Scotland's Story's* and the Scottish Libraries *Scotland Sounds*.

You have been invited to take part in the Voices: The Hebridean Story oral history project, which aims to document the stories and experiences of individuals living in the Hebridean Islands of Scotland during the Covid 19 pandemic.

The Scottish Council with Archives website features further information regarding their work within the heritage sector and can be found at <https://www.scottisharchives.org.uk>

Your personal data

New data protection legislation (the General Data Protection Regulation [GDPR] which came into effect on 25 May 2018, and its implementing legislation, the Data Protection Act 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.

What we will do with your personal data

The data contained within this form will be held securely and not shared with anyone, unless the SCA is obligated to do so for legal purposes, such as evidencing ownership or demonstrating a valid Agreement. The law requires that any processing of personal data such as Oral History must be done with a *legal basis for processing*. The SCA meets this legal basis as it is *archiving in public interest*. The information contained within the interview itself will be made available (subject to your agreement) to researchers, academics and other members of the public who access the SCA or access the archives at Sgeulachd nan Eilean archives in Stornoway.

We will keep this data in perpetuity, so as to preserve the oral history of the United Kingdom and inform the research of future generations.

You can request a copy of the personal data we hold about you at any time.

Your agreement to take part

This Agreement is made between The Scottish Council on Archives, Room 18, HM General Register House 2 Princes Street, Edinburgh EH1 3YY (“the SCA”) and you (“the Interviewee”, “I”):

Your name:

Your address:

Date:

I confirm that I am over 18 years of age

For Under 18’s: I can confirm that I personally consent to what is outlined in this form and I can obtain written permission from my parent or legal guardian

Declaration: I hereby agree to take part in an interview for the Scottish Council on Archives and am fully aware that the content of this interview will be publicly available, subject to any closure or other restrictions that I might request when the interview has been completed.

By or on behalf of the Interviewee:

Signed:

Name in block capitals:Date: