

**Norfolk Polish Heritage Group**

**www.thenphg.org**

**info@thenphg.org**

**01362 637033**

## **Oral History Participation Agreement**

The purpose of this form is to explain how the recorded interview which you agree to undertake will be used by **Norfolk Polish Heritage Group (NPHG)** and archived at the **Norfolk Record Office ('NRO')**. When you sign this form you are agreeing to:

- Take part in the interview
- Allow the **NPHG** to store and make use of your personal data in order to fulfil the project's aims **from now and in the future**
- Allow the **NRO** to store and make use of your personal data now and in the future in order to administer and archive your interview

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:

- Used by the **NPHG Archive Project**
- Made accessible at the **NRO** and through the **NRO's** online services

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

You have been invited to take part in the **NPHG Archive Project**, which documents the stories of Polish migrants to Norfolk and or/their relatives from the 1940s to the present day. It charts the early lives of participants, their reasons for coming to Norfolk and their life in Norfolk. The project is guided by the elected Management Committee of the NPHG.

### **Oral history at the Norfolk Record Office**

The NRO is a local authority archive service which is accredited by The National Archives and the Archives and Records Association. It is a joint service of Norfolk County Council and the district councils in Norfolk. It collects and preserves records worthy of permanent preservation and makes them publicly accessible. It holds several million documents, including several thousand oral history interviews. The NRO supports organisations and individuals who collect oral history interviews which relate to Norfolk. More information about the work of the NRO can be found on its website at [www.archives.norfolk.gov.uk](http://www.archives.norfolk.gov.uk).

### **Your personal data**

The European Union's General Data Protection Regulation (GDPR) and its implementing legislation, the Data Protection Act 2018, determines the way in which **the NPHG** and the **NRO** inform you about how your personal data is stored and processed, and how you can get access to it.

Please see the NPHG Privacy Policy at <http://norfolkpolishheritagegroup.org/documents/NorfolkPolishHeritageGroupPrivacyPolicy-Final.pdf>

The legal basis for the NRO's processing of personal data contained in oral history recordings and related permission forms is the performance of a public task. The legal

basis for processing Special Category Data contained in oral history interviews is archiving in the public interest. The NRO will restrict access to any recording if its content is likely to cause substantial damage or distress. Further information about the Norfolk Record Office and their use of personal data is available by emailing [norfrec@norfolk.gov.uk](mailto:norfrec@norfolk.gov.uk).

## What we will do with your personal data

The data contained within this form will be held securely by the **NPHG** and the NRO and not shared with anyone, unless the **NPHG** or the NRO is obligated to do so for legal purposes, such as evidencing ownership or demonstrating a valid agreement. The information contained within the interview itself will be made available (subject to your agreement);

- For uploading to the **NPHG** web site or for use in **NPHG** activities, such as presentations and talks.
- Through the NRO to researchers and other members of the public who access oral history content. We will keep this data in perpetuity, so as to preserve the oral history of Norfolk and inform the research of future generations.

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.

## Your agreement to take part

This Agreement is made between the **NPHG**, c/o Walnut Tree House, Main Road, North Tuddenham, Norfolk, NR20 3HE and you (“the Interviewee”, “I”):

Your name: .....

Your address: .....

Date: .....

## Declaration

I hereby agree to take part in an interview for the **NPHG** 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: .....