

# VOLUNTEER CONSENT & PERMISSIONS FORM

To be completed by the volunteer.

YOUR FULL NAMES:

ADDRESS:

EMAIL:

TELEPHONE:

## CONSENT

The purpose of this section is to make sure that you have understood the main points about taking part in the project and for this to be a record of your consent. The purpose of the project is for the University of Oxford to digitally preserve Second World War-related stories and objects and make them freely available online for anyone to use, share, and adapt for any purpose.

**Please initial each  
box if you agree  
with the statement**

I confirm that I have had the opportunity to read and ask questions about the **Volunteer Information Sheet** for the project.

I agree to take part and understand that my participation is voluntary. I understand that I am **free to withdraw at any point** without giving any reason. I understand how to make a complaint.

I agree that my personal contact details will be retained in a secure database so that the researchers can contact me about future studies. I understand who will have **access** to the personal data provided.

I assign the copyright in any photographs, scans or text produced by me in the course of the event to the University of Oxford.

I waive my moral rights to be acknowledged as the creator of any photographs, scans or text that I create as part of this project.

## CONSENT (Continued)

BY CHECKING THE BOXES BELOW, YOU ARE AGREEING THAT EVENT ORGANISERS CAN PUT THE FOLLOWING DATA ONLINE FOR ANYONE IN THE WORLD TO USE, SHARE, ADAPT AND/OR REUSE FOR EDUCATIONAL, NON-COMMERCIAL AND COMMERCIAL PURPOSES:

- ☐ The audio recording of your interview  
☐ A transcription of the audio recording

### OPTIONAL REQUIREMENTS

I consent to having my photograph taken for the purposes of online and/or printed material by Oxford University, the National Lottery Heritage Fund and national media and social media (including publications, reports, promotional material, websites and social media).

I give permission for you to contact me again to clarify information and provide me with further information about the project.

## DEMOGRAPHIC INFORMATION

All fields are **optional**. This information will **not be shared** via the online archive. The findings from the project may be written up or published online but all references to you will be anonymised.

Gender	
Year of birth	
Nationality	
Country of residency	
Ethnicity* (see below)	

\* There are 18 ethnic groups recommended for use by government when they ask for someone's ethnicity:

- Asian/Asian British (Indian; Pakistani; Bangladeshi; Chinese; Any other Asian background)
- Black/African/Caribbean/Black British (African; Caribbean; Any other Black/African/Caribbean background)
- Mixed/Multiple ethnic groups (White and Black Caribbean; White and Black African; White and Asian; Any other Mixed/Multiple ethnic background)
- Other ethnic group (Arab; Any other ethnic group)
- White (English; Welsh; Scottish; Northern Irish; British; Irish; Gypsy or Irish Traveller; Any other White background)

\_\_\_\_\_  
Name of volunteer

dd / mm / yyyy  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person taking consent

dd / mm / yyyy  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## **VOLUNTEER INFORMATION SHEET**

### **1. Introductory paragraph**

You are being invited to take part in this project to collect, digitally, material related to Britain and the Commonwealth's role in the Second World War. Before you decide to take part, it is important for you to understand why this project is being undertaken and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether you wish to take part.

### **2. Why is this research being conducted?**

The collective story of Britain and the Commonwealth's role in the Second World War is held by members of the public whose family members participated in, or were affected by, the conflict. These stories, memories and objects are in danger of getting lost over time. The University of Oxford is supporting a national initiative to help local organisations collect and digitally preserve this material for future generations.

### **3. Why have I been invited to take part?**

You will have been invited directly by an organisation who knows that you have an interest in volunteering, or you will have seen an advertisement in the media or elsewhere and volunteered to be part of the project.

### **4. Do I have to take part?**

No. It is up to you to decide whether or not to take part. You can withdraw yourself from the project at any point now or in the future, without giving a reason. All data will then be deleted from servers within our control. All data containing your details will be deleted from our records (e.g. name, any contact details, etc). We will not, however, be able to delete any interviews or digital surrogates that you created during the process.

### **5. What will happen to me if I take part in the project?**

You will probably be organising or helping to organise a locally run collection day, but you may also be helping at an event organised by a larger museum, library, archive or other relevant organisation. For a collection event that you are running or helping to run this will be held in an accessible site (e.g. museum, library, community centre, school) where you will be part of a team who will greet and explain the project to visitors, and where you may also be interviewing visitors about anything that they have brought along. You may then help to photograph (digitally) these materials. If applicable we may also ask you to record an interview with visitors about their story.

Before taking part we will ask you to sign a Consent and Permissions form (to agree to being part of the project) and an agreement that you will assign the copyright in any images or text that you produce as part of the project. We will also ask you to agree to waive your moral rights. This means that you will not be named as the creator of any of the text or images you produce for this project. We need you to have assigned copyright, and waived your moral rights, so that we can fulfil our objectives to share the content produced through the project on the internet. It is also a condition of the funding that we are receiving from the National Lottery Heritage Fund that we make this material freely available through the Creative Commons Attribution 4.0 International License.

The purpose of the project is to preserve this material in perpetuity.

The project is funded by the National Lottery Heritage Fund and run by the University of Oxford. Currently the project will run for two years (July 2022-July 2024) but material collected will be stored thereafter and made available via the web.

**6. What are the possible disadvantages and risks in taking part?**

We do not envisage any disadvantages to taking part in this project.

**7. Are there any benefits in taking part?**

By taking part in this project, you will be preserving the stories/memories/objects for future generations to have access to. Collectively we will be adding material to the overall picture of Britain and the Commonwealth during the Second World War which will inform future activities, in particular in the lead-up to the 100<sup>th</sup> anniversary of the conflict.

Volunteers will be trained on preparing, marketing and running a collection event using our model, which, based on experience, will enhance your knowledge of the subject, develop your transferable skills in event management, interviewing, digitization and public engagement, and inspire you to learn more about your community.

We may also have experts to hand who may be able to help you find out more about the objects brought to the Collection Day.

**8. What information will be collected and why is the collection of this information relevant for achieving the research objectives?**

We will collect from you information about you (name, contact details, and demographic information).

Identifiable data (including Consent and Permission forms) will be stored physically in a secure location at the University of Oxford. Other research data will be stored for at least 10 years after launch on a public-facing University website but also for perpetuity on the University of Oxford's secure digital preservation systems.

The project team will have access to all the data.

The project team will be presenting on the project and also seeking to publish articles in national media and academic journals. We will use the data collected during the project but no personal data will be shared and all references to you will be anonymised.

**9. Will the project findings be published? Could I be identified from any publications or other research outputs?**

The findings from the project may be written up (media articles, academic theses or publications) or published online (e.g. as a news item, in a podcast, on a media website) but you will not be identifiable from this. Your contact details will never be published.

**10. Data Protection**

The University of Oxford is the data controller with respect to your personal data, and as such will determine how your personal data is used in the study. The University will process your personal data for the purpose of the research outlined above. Research is a task that is performed in the public interest. Further information about your rights with respect to your personal data is available at <https://compliance.admin.ox.ac.uk/individual-rights>. There is a full data privacy policy available on request and online.

**11. Who is funding the project?**

The project is being funded, currently, through a two-year grant from the UK's National Lottery Heritage Fund.



## **12. Who do I contact if I have a concern about the research or I wish to complain?**

If you have a concern about any aspect of this study, please contact [theirfinesthour@ell.ox.ac.uk](mailto:theirfinesthour@ell.ox.ac.uk). We will acknowledge your concern within 10 working days and give you an indication of how it will be dealt with. If you remain unhappy or wish to make a formal complaint, please contact the Chair of the Research Ethics Committee at the University of Oxford who will seek to resolve the matter as soon as possible:

The Chair, Social Sciences & Humanities Interdivisional Research Ethics Committee;  
Email: [ethics@socsci.ox.ac.uk](mailto:ethics@socsci.ox.ac.uk); Address: Research Services, University of Oxford, Boundary Brook House, Churchill Drive, Headington, Oxford OX3 7GB

## **13. Further Information and Contact Details**

If you would like to discuss the project with someone beforehand (or if you have questions afterwards), please contact [theirfinesthour@ell.ox.ac.uk](mailto:theirfinesthour@ell.ox.ac.uk) or:

Dr Matthew Kidd  
Faculty of English Language and Literature  
University email: [matthew.kidd@ell.ox.ac.uk](mailto:matthew.kidd@ell.ox.ac.uk)

## Draft Risk Assessment

For Their Finest Hour event at \_\_\_\_\_ Date: \_\_\_\_\_

Likelihood of hazardous event (L)		Rating				Severity of most likely outcome (S)				Rating						
Very unlikely		1				No injury or trivial injury				1						
Unlikely		2				Minor injury				2						
Likely		3				Serious injury				3						
Very likely		4				Very serious injury				4						
Almost certain		5				Disabling injury or fatality				5						
Hazard	Hazardous event	People at risk	L	S	R (L x S)	Existing risk control measures				L	S	R (L x S)	Further risk control measures	L	S	R (L x S)
Fire	Fire breaking out at event	Volunteers, members of public	2	3	6	Organisers to familiarise themselves with the fire evacuation and fighting measures including muster points				2	3	6				
Falling equipment	Tipping or knocked over hitting people	As above	2	2	4	Secure all display signs and furnishings				1	2	2				
Surfaces and obstacles	People slipping tripping or falling	As above	3	2	6	Avoid wires/cables that could be tripped over. Keep areas tidy and store boxes under tables. Tell volunteers to wear suitable footwear				2	2	4				
Electrical	Contact with electricity	As above	2	4	8	All electrical equipment to be PAT tested no longer than 12 months ago				2	4	8				
Human	Violence/threatening behaviour	As above	2	3	6	Organisers to avoid arguments and should alert authorities when appropriate				1	3	3				
Explosion/shooting	Terrorist attack	As above	1	5	5	Organisers should watch the NPCC ‘ <a href="#">Run, Hide, Tell</a> ’ informational video				1	5	5				
Unexploded ordinance, firearms or other weapons	Members of the public bringing in unsafe objects	As above	2	5	10	Participants instructed not to bring in dangerous objects. Organisers have contact details for emergency services				1	5	5				
Data security	Accidental loss or leak of contact details of attendees	Members of the public	2	4	8	Organisers/volunteers trained in importance of data security and keeping paperwork in a safe location until it has been uploaded. Organisers/volunteers to shred contact details once no longer needed.				1	4	4				

Assessor's Signature ..... Date .....

# WELCOME DESK GUIDE

Make people feel welcome, whether they are contributing or not

Explain the Collection Day process and potential waiting times

Make sure contributors complete and sign the Consent and Permissions Form and assist with the Demographic Survey

Explain to contributors that:

“By signing the Consent and Permissions Form, you are confirming that you are permitted to share the stories/objects with us and that you understand how we will share the stories/objects on the internet.”

Explain to contributors that they can read the full Privacy Policy and Participant Information Pack

Manage the Welcome Desk Tracking Form and match up contributors with interviewers

# DATA PROTECTION

## What will happen to my information?

The following will be put online for anyone in the world to view, download, reuse and adapt for educational, commercial and non-commercial purposes:

- Photographs and information about your object(s)
- Your stories

The following will only be put online with your permission:

- Your name
- Audio recording and transcription of your interview
- Your demographic information

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We will NOT publish your contact details online.

We will NOT pass your details to anyone without your consent.

Data will be stored on secure servers and held in compliance with the GDPR.



## **PARTICIPANT INFORMATION PACK**

### **1. Introductory paragraph**

You are being invited to take part in this project to collect, digitally, material related to Britain and the Commonwealth's role in the Second World War. Before you decide to take part, it is important for you to understand why this project is being undertaken and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether you wish to take part.

### **2. Why is this research being conducted?**

The collective story of Britain and the Commonwealth's role in the Second World War is held by members of the public whose family members participated in, or were affected by, the conflict. These stories, memories and objects are in danger of getting lost over time. The University of Oxford is supporting a national initiative to help local organisations collect and digitally preserve this material for future generations.

### **3. Why have I been invited to take part?**

You will have been invited directly by an organisation who recognises that you, or your family, have a story to tell about the War or you will have seen an advertisement in the media or elsewhere and volunteered to be part of the project.

### **4. Do I have to take part?**

No. It is up to you to decide whether or not to take part. You can withdraw yourself from the project at any point now or in the future, without giving a reason. You can contact us even after submitting material to ask us to take anything that you contributed 'down' (remove it from the archive). All data will then be deleted from servers within our control. We would however not be able to remove your contributions from any other online or offline facility that had already accessed and copied your material before we received your removal request.

### **5. What will happen to me if I take part in the project?**

You will probably be taking part in a locally run collection day, but you may also be submitting material remotely. For a collection event that you attend this will be held in an accessible site (e.g. museum, library, community centre, school) where you will be greeted, where the project will be explained to you, and where you will be interviewed about anything that you have brought along. These materials will then be photographed (digitally). Your interviewer will ask you about yourself, the objects or story that you wish to contribute, about the members of your family this may relate to, and maybe some broader questions about the Second World War. If applicable, we may also ask to record an interview with you.

Before taking part, we will ask you to sign a Consent and Permissions form in which you will agree to take part in the project and confirm that you have the right to contribute the material that you have brought along. This consent will also be sought for online submissions.

The purpose of the project is to preserve this material in perpetuity.

The project is funded by the National Lottery Heritage Fund and run by the University of Oxford. Currently the project will run for two years (July 2022-July 2024) but material collected will be stored thereafter and made available via the web.

You only need to participate once, but if you agree we might want to follow-up to ask you further questions about some of the material you have submitted.

**6. What are the possible disadvantages and risks in taking part?**

We do not envisage any disadvantages to taking part in this project. It is possible that your contribution may attract external interest – e.g. from the media wishing to hear more about your story, but we will only pass on your details for them to contact you if you agree to this. It is also possible that your submission might be used commercially by a third party, without your further permission or monetary benefit to you.

**7. Are there any benefits in taking part?**

By taking part in this project you will be preserving the stories/memories/objects related to your contribution for future generations to have access to. Collectively we will be adding material to the overall picture of Britain and the Commonwealth during the Second World War which will inform future activities, in particular in the lead-up to the 100<sup>th</sup> anniversary of the conflict.

We may also have experts to hand who may be able to help you find out more about the objects or your family.

**8. What information will be collected and why is the collection of this information relevant for achieving the research objectives?**

We will collect from you information about you (name, contact details, and demographic information). You can choose for your name to be shared as part of your contribution (or to be listed as anonymous), but we will not share any contact details (without your consent) or demographic information.

We will collect from you information about any objects that you bring in (e.g. date, where it came from, if it relates to anyone you knew) and also any associated stories/memories. Any objects will be digitally photographed and the images will form part of the online archive. A transcription of the interview will also form part of the online archive.

We will not be able to take possession of any physical objects for the long-term but will be able to offer you advice on where to deposit it if you wish.

We will ask you for your views on the war and its legacy today, but you are not required to answer these questions if you do not wish to do so.

If you agree, we may ask to record the interview with you.

Identifiable data (including Consent and Permission forms) will be stored physically in a secure location at the University of Oxford. Other research data will be stored for at least 10 years after launch on a public-facing University website but also for perpetuity on the University of Oxford's secure digital preservation systems.

The project team will have access to all the data.

Information about the objects that you have submitted (describing them), the images, and your name (but only if you agree) will be stored on our collection management platform (Omeka) in the US. However, no data other than that will be transferred to, and stored at, a destination outside the UK and the European Economic Area.

The project team will be presenting on the project and also seeking to publish articles in national media and academic journals. We will use the data collected during the project but no personal data will be shared and all references to you will be anonymised. We expect to be contacted by national media outlets or academic researchers to follow up on stories of interest, but in such cases we will seek your permission before we put you in contact.

All of the non-personal data will be shared online via our website for free worldwide access. Material will be available for anyone to use, share, and adapt for any purpose as long as credit is given (project name and your name if made available). It will not be possible to identify you from the online data (unless you agree to have your name listed). It will not be possible to get access to your contact details or demographic information from the online site.

**9. Will the project findings be published? Could I be identified from any publications or other research outputs?**

The findings from the project may be written up (media articles, academic theses or publications) or published online (e.g. as a news item, in a podcast, on a media website) but you will not be identifiable from this. Your name (unless you agree) will not be available. Your contact details will never be published.

**10. Data Protection**

The University of Oxford is the data controller with respect to your personal data, and as such will determine how your personal data is used in the study. The University will process your personal data for the purpose of the research outlined above. Research is a task that is performed in the public interest. Further information about your rights with respect to your personal data is available at <https://compliance.admin.ox.ac.uk/individual-rights>. There is a full data privacy policy available on request and online.

**11. Who is funding the project?**

The project is being funded, currently, through a two-year grant from the UK's National Lottery Heritage Fund.

**12. Who do I contact if I have a concern about the research or I wish to complain?**

If you have a concern about any aspect of this study, please contact [theirfinesthour@ell.ox.ac.uk](mailto:theirfinesthour@ell.ox.ac.uk). We will acknowledge your concern within 10 working days and give you an indication of how it will be dealt with. If you remain unhappy or wish to make a formal complaint, please contact the Chair of the Research Ethics Committee at the University of Oxford who will seek to resolve the matter as soon as possible:

The Chair, Social Sciences & Humanities Interdivisional Research Ethics Committee;  
Email: [ethics@socsci.ox.ac.uk](mailto:ethics@socsci.ox.ac.uk); Address: Research Services, University of Oxford, Boundary Brook House, Churchill Drive, Headington, Oxford OX3 7GB

### 13. Further Information and Contact Details

If you would like to discuss the project with someone beforehand (or if you have questions afterwards), please contact [theirfinesthour@ell.ox.ac.uk](mailto:theirfinesthour@ell.ox.ac.uk) or:

Dr Matthew Kidd  
Faculty of English Language and Literature  
University email: [matthew.kidd@ell.ox.ac.uk](mailto:matthew.kidd@ell.ox.ac.uk)

## APPENDIX: TERMS AND CONDITIONS

### Terms for User Contributions

This document contains the terms applicable to users who contribute content at a Community Collection Day.

The user must be aware that the University of Oxford strives to make content available for reuse for educational, non-commercial and commercial purposes worldwide with a minimum of restrictions.

These terms establish that the following content contributed at a Community Collection Day will be made available on the University of Oxford's digital archive (<https://theirfinesthour.english.ox.ac.uk/archive>):

- The data you enter in the story section
- Dates and location of the objects
- Answers to 'further questions'
- The digitised objects themselves (e.g. photographs)

With your permission, the following content will also be made available on the University of Oxford's digital archive:

- Your name
- An audio recording of your interview
- A transcription of your interview

By agreeing to these terms, you agree to allow anyone to view, edit and share such content and to treat it as non-confidential.

If you do not agree with these terms, please do not contribute content at a Community Collection Day.

### Summary

Before you can submit content at a Community Collection Day, you must agree to the Terms for User Contributions (see above). Among the most important consequences of accepting these terms are the following:

You guarantee that:

- the materials that you submit are not copyright protected; or
- you own the rights to the materials; or



- the owner of these rights has authorized you to submit the materials.
- For the content you contribute (such as a video, a photo, a diary, a picture or audio material), you agree to allow anyone to view, edit and share such content and to treat it as non-confidential. However, they must attribute the content to the rights owner. And if they make alterations to the content, they must allow others to use the altered content under the same conditions.

### **Acquisition/Takedown Policy**

The project team reserves the right to reject, or amend relevant portions of, submitted stories/memories and digitised objects due to inadequate documentation, when the rights are unclear, and/or when the submissions contravene the University of Oxford's Regulations Relating to the use of Information Technology Facilities or other Policies. Decisions to accept material depends upon a careful assessment of suitability in relation to the principal collecting area, namely, stories/memories and objects relating to Britain's and the Commonwealth's experience of the Second World War.

If you are a rights holder and are concerned that you have found material on our website for which you have not given permission, we will remove it. Please contact us by email ([theirfinesthour@ell.ox.ac.uk](mailto:theirfinesthour@ell.ox.ac.uk)) stating the following: your contact details; full details of the material; the exact website address where you found the material; and proof that you are the rights holder or an authorised representative of the rights holder.

# PRIVACY POLICY

The University of Oxford is committed to protecting the privacy and security of the personal information ('personal data') that you provide to us at a Community Collection Day.

This policy (together with our Terms and Conditions) describes how we collect and use your personal data during and after a Community Collection Day, in accordance with the General Data Protection Regulation (GDPR).

## **A Who is using your personal data?**

The University of Oxford is the 'data controller' for the information that you provide to us at a Community Collection Day. This means that we decide how to use it and are responsible for looking after it in accordance with the GDPR.

Access to your personal data within the University of Oxford will be provided to those staff who need to view it as part of their work.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We may update this policy at any time.

When you submit material at a Community Collection Day you are accepting and consenting to the practices described in this policy.

## **B Glossary**

Where we refer in this policy to your 'personal data', we mean any recorded information that is about you and from which you can be identified. It does not include information contained in the 'story' part of the submission (e.g. the person associated with the objects).

Where we refer to the 'processing' of your personal data, we mean anything that we do with that information, including collection, use, storage, disclosure or retention.

## **C Types of data that we collect about you**

When you submit material to us at a Community Collection Day, we will collect, store, and use your name, your contact details (address, email, mobile number), and data about the objects and story that you are submitting.

## **D When we collect your data**

We will collect the data about you only when you choose to give it by submitting a story and/or item to the online archive.

## **E How we use your data**

We process your data for one or more of the following reasons:

- To allow us to keep a secure record of those who have submitted material for future reference;

- To display to end users who search the collection on our online digital archive (<https://theirfinesthour.english.ox.ac.uk/archive>) hosted on secure servers managed by the University of Oxford. Users will be able to see the data you have entered into the story section, the dates and location of the objects, the digitised objects themselves (e.g. photographs), and, if you have consented, your name, demographic information, an audio recording of the interview, and a transcription of the interview. They will not be able to see your contact details.
- To preserve the data (we will store all the data you give us on secure servers under the control of the University of Oxford).

Please note that we may process your data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## **F Marketing**

We may send you information by email about the project, if you consent. We will not provide your data to other businesses so that they can use it for marketing purposes.

We will not provide your data to journalists or researchers, but we may contact you for your permission to be put in touch with them.

## **G Sharing your data with third parties**

We may share your data with non-commercial third parties who actively support the study of the relevant topic. All third-party service providers are required to take appropriate security measures to protect your data in line with our policies. We permit them to process your data only for specified purposes and in accordance with our instructions. In particular, we may share your data with other museums and archives to allow them to preserve the data and increase cross-searching of material.

Where your data is shared with third parties, we will seek to share the minimum amount necessary.

## **H Where we store or use your data**

We will store your data manually at the University of Oxford and electronically on secure servers.

Data displayed in our digital archive will be stored on servers managed by the University of Oxford.

The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data transmitted to the website and any transmission is at your own risk.

## **I Retaining your data**

We will only retain your data for as long as we need it to fulfil our purposes, including purposes relating to legal, accounting, or reporting requirements.

## **J Your rights**

Under certain circumstances, by law you have the right to:

- Request access to your data (commonly known as a ‘subject access request’). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- Request correction of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- Request erasure of your data. This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to processing of your data where we are relying on our legitimate interests (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. [You also have the right to object where we are processing your data for direct marketing purposes.]
- Request the restriction of processing of your data. This enables you to ask us to suspend the processing of your data, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your data to another party.

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop.

Where you have consented to the processing (for example, where you have asked us to contact you for marketing purposes) you can withdraw your consent at any time by emailing the University of Oxford ([theirfinesthour@ell.ox.ac.uk](mailto:theirfinesthour@ell.ox.ac.uk)). In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent and you may no longer be able to use the site in the same way as you did before.

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, you should contact the University of Oxford ([theirfinesthour@ell.ox.ac.uk](mailto:theirfinesthour@ell.ox.ac.uk)). The same email address may be used to contact the University’s Data Protection Officer. We will seek to deal with your request without undue delay and in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner’s Office (<https://ico.org.uk/concerns/>).

## **K Cookies**

The digital archive (<https://theirfinesthour.english.ox.ac.uk/archive>) will use cookies. These are simply to assist users who submit more than one contribution to the site and are not used for any other purposes.

## **I Changes to this policy**

Any changes we make to our privacy policy in the future will be posted on the online archive (<https://theirfinesthour.english.ox.ac.uk/archive>).

## **M      Contact**

If you wish to raise any queries or concerns about this privacy policy, please contact us at [theirfinesthour@ell.ox.ac.uk](mailto:theirfinesthour@ell.ox.ac.uk).

Date:

# WELCOME DESK TRACKING FORM

Record the name of the visitor in the order they arrived so they progress to interview in order.

ID	Name	Mobile number	Sent off to interview?


# CONSENT AND PERMISSIONS FORM

To be completed by the contributor or an adult member of a contributing group.

YOUR FULL NAMES:
ADDRESS:
EMAIL:
TELEPHONE:

## CONSENT

The purpose of this section is to make sure that you have understood the main points about taking part in the project and for this to be a record of your consent. The purpose of the project is for the University of Oxford to digitally preserve Second World War-related stories and objects and make them freely available online for anyone to use, share, and adapt for any purpose as long as due credit is given to the contributor, the project, and the University of Oxford.

**Please initial  
each box if  
you agree  
with the  
statement**

### MANDATORY REQUIREMENTS

I confirm that I have had the opportunity to read and ask questions about the **Participant Information Pack** for the project.

I agree to take part and understand that my participation is voluntary. I understand that I am **free to withdraw at any point** or ask for my contribution to be taken down without giving any reason. I understand how to make a complaint.

I agree that my personal contact details will be retained in a secure database so that the researchers can contact me about future studies. I understand who will have **access** to the personal data provided.

I confirm that the materials that I or a member of my group are submitting **belong to me/us**, or the owner of these materials has **authorised** me or a member of our group to submit the materials on their behalf.

I confirm that I or a member of my group **own the copyright** in the materials, or the owner of these rights has **authorised** me or a member of our group to give permission for the materials to be photographed.

I confirm that I know of no moral or legal reason why this material cannot be used in this project as described.

### 1. WELCOME DESK

**VISITOR SHOULD TAKE THIS WITH THEM TO THE INTERVIEW STAGE**



**BY CHECKING THE BOXES BELOW, YOU ARE AGREEING THAT EVENT ORGANISERS CAN PUT THE FOLLOWING DATA ONLINE FOR ANYONE IN THE WORLD TO USE, SHARE, ADAPT AND/OR REUSE FOR EDUCATIONAL, NON-COMMERCIAL AND COMMERCIAL PURPOSES:**

- ☐ Photographs and information about your object(s)
- ☐ Your stories
- ☐ The audio recording of your interview
- ☐ A transcription of the audio recording
- ☐ Your name (IF NOT SELECTED YOU WILL BE LISTED AS 'ANONYMOUS')

**OPTIONAL REQUIREMENTS**

I consent to having my interview recorded (audio or video).

I consent to having my photograph taken for the purposes of online and/or printed material by Oxford University, the National Lottery Heritage Fund and national media and social media (including publications, reports, promotional material, websites and social media).

I give permission for you to contact me again to clarify information and provide me with further information about the project.

\_\_\_\_\_  
NAME OF PARTICIPANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME OF PERSON TAKING  
CONSENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

# DEMOGRAPHIC SURVEY

Complete for all members of your group. NOTE – all fields are optional.

#	Gender	Year of birth	Nationality	Country of residency	Ethnicity* (see below for options)
1					
2					
3					
4					
5					
6					

\* There are 18 ethnic groups recommended for use by government when they ask for someone's ethnicity:

- **Asian/Asian British** (Indian; Pakistani; Bangladeshi; Chinese; Any other Asian background)
- **Black/African/Caribbean/Black British** (African; Caribbean; Any other Black/African/Caribbean background)
- **Mixed/Multiple ethnic groups** (White and Black Caribbean; White and Black African; White and Asian; Any other Mixed/Multiple ethnic background)
- **Other ethnic group** (Arab; Any other ethnic group)
- **White** (English; Welsh; Scottish; Northern Irish; British; Irish; Gypsy or Irish Traveller; Any other White background)

## 1. WELCOME DESK

VISITOR SHOULD TAKE THIS WITH THEM TO THE INTERVIEW STAGE

STORY FORM

To be completed during the interview. Please continue your notes on a blank sheet of paper and staple together.

**STORY** (Start by asking, “what would you like to share with us today?” Please record all names, dates and places)

**NAME OF PERSON/PEOPLE** who the story is about

**THEIR CONNECTION TO THE CONTRIBUTOR** (e.g. “she is the person’s granddaughter”)

**INTERVIEWED BY:**

**LONGER INTERVIEW?**

## FURTHER QUESTIONS

"WOULD YOU MIND IF I ASKED YOU SOME QUESTIONS ABOUT YOUR OBJECTS/STORIES AND THE WAR?"

1. "Why do you think it was important to share your stories and/or objects with us?"

2. Pick an object or story and ask, "how do you feel when you think about this?"

3. "How did you learn about this story and/or these objects?"

4. "What three words or phrases come to mind when you think about the wartime generation?"

5. "The Second World War is often used in public discussions in many different ways. What do you think about this?"

# VISITOR FEEDBACK FORM

This form is anonymous and your answers will be unidentifiable. Your answers will be used to improve future events.

**1. How satisfied were you with the event? (please tick as appropriate)**

- |  |   |
|--|---|
| <input type="radio"/> Very satisfied                     | <input type="radio"/> Somewhat dissatisfied |
| <input type="radio"/> Somewhat satisfied                 | <input type="radio"/> Very dissatisfied     |
| <input type="radio"/> Neither satisfied nor dissatisfied |   |

**2. How did you travel to the event?**

- |                              |   |
|------------------------------|---|
| <input type="radio"/> Walked | <input type="radio"/> Public transport (bus, train, etc.) |
| <input type="radio"/> Cycled | <input type="radio"/> By car                              |

**3. What did you like most about the event?**

**4. What did you like least about the event?**

**5. Was this the first time you attended an event at this location?**

**6. How did you hear about the event?**

**7. To what extent do you agree with the following statements? For each statement, please circle one of the scales from "1 = strongly disagree" to "6 = strongly agree"**

1 = strongly disagree, 2 = disagree, 3 = slightly disagree, 4 = slightly agree, 5 = agree, 6 = strongly agree

I gained a better or deeper understanding of the experiences of the wartime generation	1	2	3	4	5	6
I gained a better or deeper understanding of the history of the local area	1	2	3	4	5	6
I have come away from the event with an interest in something new	1	2	3	4	5	6
I intend to share details of my experience with other people	1	2	3	4	5	6
I now have a different perception of the importance of preserving the past	1	2	3	4	5	6

**1. WELCOME DESK**

**VISITOR SHOULD TAKE THIS WITH THEM TO THE INTERVIEW STAGE**

Date:

If you have any other comments or suggestions, please add them below:

**1. WELCOME DESK**

**VISITOR SHOULD TAKE THIS WITH THEM TO THE INTERVIEW STAGE**

# INTERVIEWER GUIDE

Make sure the contributor has signed a Consent and Permissions Form and completed the Demographic Survey sheet (though this isn't mandatory)

Make sure they have an ID number (top of the Consent and Permissions Form)

## THE INTERVIEW

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1. Talk to the contributor about their stories and objects and record their answers on a Story Form(s)
2. Record object information on the Object List
  - Assign one raffle ticket to each object/group of objects
  - Give other part of raffle ticket to contributor
  - Record all objects/groups on Objects List (one list per visitor)
  - Place all objects and all forms in a tray/box
3. Work through the Further Questions (if contributors are willing)
4. Most interviews should last around 20 minutes. If you identify a potentially rich interview, ask the visitor if they would be happy to discuss their story/objects further (but still complete the Story Form). If they agree, check the 'Longer Interview?' box on the Story Form.

## IF YOU HAVE AN AUDIO RECORDER...

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1. Position the microphone near to the interviewee but away from any unwanted sound (such as computer fans)
2. Always speak towards the microphone
3. Ensure the device has sufficient battery power
4. Ensure the recording device or the SD card has sufficient space to capture an interview
5. **IMPORTANT:** Read out an introduction at the start of each interview/audio recording. Your introduction should include:
  - a. The name of the contributor
  - b. The date
  - c. The location of the Digital Collection Day
  - d. The name of the interviewer

e.g. *"This is Samantha Smith at the Their Finest Hour Digital Collection Day in Bradford on the 5th December 2023, and I am interviewing Alfred Smith..."*

## 2. INTERVIEW STAGE

# OBJECT LIST

[illegible]

BY SIGNING BELOW, I CONFIRM THAT ALL OBJECTS HAVE BEEN RETURNED TO ME

Signature.....

Print name.....



Date:

## DIGITISATION CHECK IN/OUT LIST

PAGE.....

Contributor name and mobile number	ID number	Ticket number(s)	Picked-up from contributor time	Returned to contributor time






# THEIR FINEST HOUR

# A NATIONWIDE CAMPAIGN TO PRESERVE THE STORIES AND OBJECTS OF THE SECOND WORLD WAR

## DIGITAL COLLECTION DAY

Do you have any stories or items related to the Second World War? Would you like to share these as part of a University of Oxford-led project to capture and digitise the objects and stories of the war?

Bring your diaries, letters, photos, memories, objects or stories about your family's wartime experience to our Digital Collection Day, where they will be recorded and added to a free-to-use online archive.

**[theirfinesthour.org](http://theirfinesthour.org)**

## LOCATION

## DATE

## TIME

## CONTACT

