



Recording crime:

the preservation of policing history

Oral History: Interview Consent Form

This document confirms the agreement made between **The Open University** (whose administrative offices are at Walton Hall, Milton Keynes MK7 6AA) and

_____ (name of the person being interviewed)

of _____ (address)

in regard to the recorded interview(s) which took place on _____ (date(s)).

Why do I need to give consent?

By initialing the boxes below you are saying that you fully understand what the project is about, why you are being interviewed and what will happen to the information. This is "informed consent" and it is important to confirm.

(please initial each box)

1. I confirm that I have read / have had read to me the information sheet about the research project, **Recording Crime**, and I understand the content;

2. I understand that my participation in the project is voluntary and that I am free to withdraw at any time, without giving a reason; however after the point that any personal information is removed from the interview material (7 days from the interview date) it may not be possible to extract all my interview data;

3. I understand that the face-to-face interview will be recorded as an audio interview. It will then be typed out word-for-word later, at which point any personal details, such as my name, will be removed from the written interview transcript. The audio recording and written transcript will be securely stored in accordance with the Data Protection Act;

4. I understand that anything I say will be treated confidentially and only used for research purposes, in accordance with the Data Protection Act;

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Recording Agreement

(please initial each box)

5. I agree to be interviewed and to take part in the **Recording Crime** oral history project;

6. I confirm that the recording and transcripts may be used in the future for research purposes by students, academics and interested members of the public and for use in future projects associated with the university including publications and online access;

7. I assign to the Open University all copyright in my contribution for use in all and any media.

Archiving in the British Library

Recordings of oral histories are integral to the British Library's intention to preserve the nation's memory. Your recorded interview will become part of the national collection cared for by the British Library, where it will be preserved as a permanent public reference resource for use in research, publication, education, lectures, broadcasting and internet. The purpose of this section of the form is to ensure that your contribution is added to the collections of the British Library in strict accordance with your wishes

8. I consent to my recorded audio interview along with copies (digital or otherwise) of the interview transcript being added to the collections of the British Library for it to be preserved as a permanent reference resource available to the public for use in research, publication, education, lectures, broadcasting and the internet.

If you do not wish to assign your copyright to the Open University, or you wish to limit public access to your contribution for a period of years, please state these conditions here:

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Complementary material

(please initial box)

9. In the event that I should give the interviewer any additional material for permanent retention (such as documents or photographs which I have created) I agree to assign all copyright relating to this material to the University.

Summary of interview consent

Through this **Consent Form** I agree to the collection and processing of my personal information by the **Open University**. I understand that the University will retain control over my personal information, and will deal with it in strict accordance with my wishes, for the purposes outlined to me beforehand, and in accordance with all the obligations of the **Data Protection Act 1998**. Thereby, this **Consent Form** provides the **Open University** with the necessary permissions and assignments in order to use my recorded interview(s).

The agreement expressed in this Consent Form will be governed by and construed in accordance with English law and the jurisdiction of the English courts. All parties shall, by signing below, indicate full acceptance of this agreement, in accordance with any requirements specified above.

Name of person being interviewed

Date

Signature

Name of researcher / interviewer
(on behalf of the Open University)

Date

Signature

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Guidance notes for the recording agreement

The Recording Agreement is a legal agreement which allows you to:

- give your consent for the recording to be made;
- give any special provisions for use of and access to the recordings;
- specify ownership of copyright and underlying rights of your recording.

Recording this information in a short, formal document is in the best interests of both you, as the interviewee, and the Open University as the project owner. The agreement establishes and confirms a legal relationship between you and the Open University. This relationship is also based on trust and a shared understanding of the terms of the agreement: it is therefore very important that you raise any concerns you may have about anything included or omitted from this Agreement before it is signed.

Public access to the interview:

The Agreement allows you to specify how researchers can use your recording – both now and in the future. If you wish to restrict access to all or part of your recording there is space on the Agreement to specify these restrictions and you are required to give an end date to each restriction you specify. In most cases a maximum closure period of 30 years is appropriate.

As a public body, the Open University is subject to the Freedom of Information Act 2000. This gives members of the public a statutory right of access to information held by a public body. While your personal details will not be released without your consent, other information may be released, for example the date the recording was made or the catalogue number. However, if you have requested an embargo period it is not possible for anyone to request access to the closed material under the Freedom of Information or Data Protection Acts whilst the embargo is in place.

Holding of personal information:

All personal information about you or any other living individuals recorded in the agreement will be handled in accordance with the Data Protection Act 1998. This means that it will be held securely and used only for the following purposes:

- legal purposes, for example as evidence of ownership;
- internal 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;
- collections management purposes, for example to compile a catalogue record.

Copyright:

In your Consent Form you are assigning your copyright in the recording only (not to any subsequent material) to The Open University. Clarity around ownership of copyright is central to providing services that meet the demands of 21st century researchers, such as digital storage and web-based access.

It is common practice in Oral History and recommended by the Oral History Society for interviewees to assign their copyright to the research organisation, library or archive, as they trust these organisations to make use of their recordings in an ethical and responsible manner and comply with any restrictions specified. In addition, the Arts and Humanities Research Council (AHRC) is a publicly funded body and has developed ways to share data among academic researchers (subject to strict conditions).

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A small number of interviewees may decide to retain their copyright in the recording. This means that no public, published or broadcast use can be made of the recordings without the interviewee's written consent, although the Open University is permitted to offer access to these recordings onsite for private researcher and non-commercial use (assuming there are no restrictions imposed). Please bear in mind that should you retain copyright this can create considerable difficulties around using the material for future research. For example, we may lose contact with you at some point in the future and a number repositories such as libraries and archives will only accept oral history material which has clear assignment of copyright.

Contact information

If you have any questions you are welcome to contact the researcher leader, Angela Sutton-Vane, as below. If you wish to speak to someone else or raise any concerns, please contact Angela's research supervisor, Dr Chris Williams, as below.

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The Open University, Walton Hall, Milton Keynes MK7 6AA

Dr. Chris Williams: email: chris.williams@open.ac.uk
Address: Senior Lecturer, The History Department, Faculty of Arts and Social Sciences,
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