



Specialists in **Creative Placemaking** and
Asset-Based Community Development
through Pod-Working


Connecting People-to-People and People-to-Place

Oral History Recording

Purpose: To advise all Interwoven members of their legal and contractual roles and responsibilities with regard to Oral History Recording.

Owner	Company Secretary	
Approved	07/02/2023	
Policy Number	CORP/007	
Review Date	11/03/2026	
Change History		
Version	Date	Summary of Change

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
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1 Introduction

- 1.1 **“Interwoven”** refers to Interwoven Productions CIC.
- 1.2 Verbatim recording, either in shorthand, audio or visually, means that the Data Protection Act 2018 (DPA) including General Data Protection Regulation (GDPR) applies and Interwoven personnel are required to be familiar with the Interwoven CORP/03 Data Protection & GDPR Policy .
- 1.3 The Interwoven Safeguarding Adults & Children Policy CORP/05 also applies to all home visits. In order to avoid unexpected encounters where you are left alone with children or vulnerable adults **you should ALWAYS arrange to interview a participant (either in their own home or another venue) with an Interwoven “buddy”**. At least one of you should have a clear Extended DBS certificate from within the last three years.
- 1.4 As always, when working with project participants all effort should be made to ensure accessibility, with adherence to the Equality and Diversity Policy CORP/01.
- 1.5 The Oral History Recording policy applies to *all* Interwoven Board members, individual artists, contractors and volunteers with access to organisation and customer/service user data and/or recordings. **Only those personnel who have completed or are undergoing Interwoven Oral History Recording training may conduct interviews on behalf of Interwoven.** Interwoven personnel attending as “buddies” may do so as part of their training.
- 1.6 This document outlines where Interwoven personnel need to comply with Interwoven Policy and provides procedural guidance.
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2 Definitions

- 2.1 **“Oral History Recording”** refers specifically to those instances where testimony is recorded. This can be either as audio, video or in shorthand notation and any resulting transcripts. This is seen as different and separate from **“reminiscence”**.
- 2.2 **‘Reminiscence’**, in the context of Interwoven activity is seen as non-recorded events or discussion around memories. This does NOT require adherence to this specific policy or procedure but may well relate to other Interwoven policies such as Safeguarding, Health & Safety and Data Protection.
- 2.3 **‘Recording’** means making a verbatim record, either by recording audio, visually or shorthand. It does not include non-verbatim note-taking.


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3 Roles and Responsibilities

- 3.1 The Interwoven Board has overall responsibility for all recorded data processed and held within the organisation (both electronically and physically).
- 3.2 Interwoven members, individual artists, contractors and volunteers are responsible for adhering to this policy and ensuring any recordings they have made are held in accordance with Data Protection principles.

4 Procedure for the storage of recordings

- 4.1 The recordings must be stored according to the main principles of data handling:-
- 1) **Lawfulness, fairness and transparency**- In practice, it means that you must:
 - have legitimate grounds for collecting and using the recording;
 - not use the recording in ways that have unjustified adverse effects on the individuals concerned;
 - be transparent about how you intend to use the recording; **supply participants with the Participant Information Sheet at least 24 hours before the interview.** See Appendix 1.
 - 2) **processed for purpose limitation**- In practice, this principle means that you must:
 - be clear from the outset about why you are recording, how you intend to use the recording and where/how it will be stored.
 - ensure that you have gained the participant's agreement to this using the **Oral History Recording Agreement.** See Appendix 2.
 - 3) **Data minimisation** - In practice, it means you should ensure that:
 - do not make extra copies of the recording without reference to the Interwoven Board.
 - you do not hold more information about the participant than you need for the agreed purpose.
 - 4) **accurate** - To comply with these provisions you should:
 - take reasonable steps to ensure the quality of the recording.
 - always use the Interwoven recording equipment according to **Interview Guidance document.** See Appendix 3.
 - always acquire and use a unique accession number before the interview. Record this on the Agreement and the recording itself.

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- 5) **Storage limitation** - In practice, it means that you will need to:
- pass the recording to be stored centrally by Interwoven only;
 - all recording storage to be reviewed every 5 years;

5 Incident Reporting


- 5.1 An incident involving loss of a recording, corruption or breach of the above should be reported ***immediately*** to the Board for further investigation.
- 5.3 The designated Board member will ensure the correct legal notifications are made and any resulting actions are followed in liaison with the Interwoven Board

6 Misuse

- 6.1 Any individual who fails to adhere to these principles will subject themselves to disciplinary action, up to and including dismissal; in addition such unauthorised access is liable for prosecution as a criminal offence under the Data protection Act 2018 or an action for civil action under the same Act.
- 6.2 The Information Commissioner’s Office (ICO) who monitors and enforces adherence to the DPA can fine companies and individuals *up to 4% of their turnover* for breaches or misuse of the Act.

7 Policy Review

- 7.1 This policy will be reviewed every 3 years unless there is a change of law, guidelines or contractual obligation and maybe subject to change.

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Appendix One – Participant Information Sheet

Oral History Recording with Interwoven Productions CIC

Participant Information Sheet

You have been invited to participate in (inset name of project)

A oral history project that aims to find out more about the local history of (name of community/ topic)

This is part of Interwoven’s work in (name of area) and the interviews will be done by our trained volunteers, who have all been DBS checked.

Talking to local people like you helps us find out the hidden histories of our community, and your stories and memories will be a valuable contribution to the project.

We will arrange a date, time and place for you to meet with one of our volunteers, who will have a conversation with you about your memories which will be recorded on audio/video. This will last about 1 or 2 hours.


The recording will be stored as part of the Interwoven Archive.

All your personal data will be stored according to Interwoven Privacy policy. Please ask us for more details.

After the recording session, you will be asked to sign an agreement indicating how we may use your stories.

You can change your mind at any time, you can decide not to take part, and if you do take part you can ask us to delete any information you might not want available for any public sharing.

We look forward to hearing your stories!

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Appendix 2: Oral History Recording Agreement.

ORAL HISTORY RECORDING AGREEMENT

Your recorded interview will become part of Interwoven Archive, where it will be preserved as a permanent public reference resource for use in research, publication, education, lectures, broadcasting, exhibitions, performances and internet access.

The purpose of this Agreement is to ensure that your contribution is added to the collection accordance with your wishes.

This Agreement is made between **Interwoven Productions CIC** ("Interwoven") and you ("the Interviewee", "I"):

Your name.....

Your address:

in regard to the recorded interview/s which took place on:


Date/s:

Declaration: I, the Interviewee confirm that I agreed to take part in the recording and hereby assign to Interwoven all copyright in my contribution for use in all and any media. I understand that this will not affect my moral right to be identified as the 'performer' in accordance with the Copyright, Design and Patents Act 1988.

If you do not wish to assign your copyright to Interwoven, or you wish to limit public access to all or part of your contribution, please state these conditions here:

.....

.....

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This Agreement will be governed by and construed in accordance with English law and the jurisdiction of the English courts.

Both parties shall, by signing below, indicate acceptance of the Agreement.

By or on behalf of the Interviewee:

Signed:.....
.....

Name in block capitals:.....


Date:

On behalf of Interwoven Productions CIC:

Signed:.....

Name in block capitals:
.....

Date:.....

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Appendix 3: Interview Guidance Document

Oral History Recording – Interview Guidance Document

Decide who you will want to interview. If they are not active in your group, ask a neighbour or family member to recommend you.

Plan an advance visit to explain what will happen, and arrange a convenient date, time and place for the interview. Leave a **Participant Information sheet** for them to read or refer to.


The advance visit is a good time to check where you might want to record them if you decide to visit them in their home. Check for noise from the road, any clocks or animals? It is best to get this done now rather than when you turn up to record, as it could add to the disruption on the day and you are aiming for a relaxed atmosphere.

Check in with the Interwoven Board member who has responsibility for recorded data management to

- a) Collect recording equipment. Quality recording equipment must be used at all times.
- b) To acquire an Accession No. for data storage.

Some further useful guidance:-

- Learn to be confident using your recording equipment.
- Plan what you will ask them
- Don't make a hard and fast script, keep things conversational
- Start with an identification by stating: Date, time and place, who is in the room.
- Start by some conversational questions to get people used to speaking to you and into the microphone.
- Active listening, try not to make any sounds in response, but lots of enthusiastic nods and plenty of eye contact.
- Ask open questions: what can you tell me about? what did that make you feel?
- Try to ask about when this happened, so we can set it in historic context.
- Don't interrupt them, let them tell you what they want. They may go off topic, but if they have been generous enough to share their time and stories, respect what they want to tell you.
- Make sure they have finished before you ask another question

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- If they read something they have prepared earlier. What I do is then ask them questions about what they have read me, especially focussing on how they felt about it.
- Have a small note pad to note down any follow up questions so you don't forget.
- Check your timing, is it over running? Does this seem OK?
- Have a finishing off question, and a closing 'thank you statement' ready.
- Make sure the interviewee understands the copyright situation. Ask if there is anything they do not want shared. See **Recording Agreement**.
- Offer to send them a copy of the recording.
- Set follow up date for any additional recordings.

Other things to consider when making the recording:

Who else is in the room, a carer? Don't let them interfere with the interviewees testimony, things like 'it didn't happen like that'(married couples?) Have quiet word with them before you start.

Could you have used other things to solicit the answers, like old photographs, memorabilia, but take care to choose what is appropriate for your project.

Indexing and cataloguing.


- Give the recording an accession number (as advised by Interwoven Archivist)
- Make a backup copy
- Record all the meta data: date, place, time, who was present.

Transcription:

- Full Transcript. Useful if you are going to make any printed material. (*Caution over who does the transcript. Best if the interviewer does it.*)
- Annotated precis, with time codes

In either case it might be useful to identify 'good to use' sections of the recording.

And finally: If you do use any of the recording, make sure that the person is invited to any event taking place.

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