

## Three Rivers Museum Trust

### ORAL HISTORY PARTICIPATION AGREEMENT

The purpose of this form is to explain how the recorded interview which you agree to give us is to be archived by the Museum. When you sign this form you are both agreeing to take part in the interview and allowing us to store and make use of your personal data now and in the future, so that we can 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 accessible at the museum and through the museum's online facilities.

#### Oral history at the Three Rivers Museum

The museum's aim is to record and present the story of what it has been like to live and work in this area. The memories of those who have lived here, or are doing so now, are a vital part of that story. We seek to collect both memories and experiences of specific events or periods (for example the Coronation of Queen Elizabeth, or the Second World War), and more generally of how things have changed, usually in our 'Three Rivers Memories' collection.

#### The collection to which you're contributing

You have been invited to take part in the museum's 'Three Rivers Memories' oral history collection, which seeks to capture the experiences of residents of Three Rivers District during their life in this area.

The project is guided by an advisory group which comprises members of the Three Rivers Museum Trust, led by the chairman of the Trust.

#### Your personal data

The way in which we inform you about how your personal data is stored and processed, and how you can get access to it, is governed by the General Data Protection Regulation [GDPR], and its implementing legislation, the Data Protection Act 2018.

For information about how the Museum will use your personal data you can review our Privacy Policy at [www.trmt.org.uk/privacy](http://www.trmt.org.uk/privacy). Information contained within the interview itself will be processed in accordance with our Collection Materials policy.

The Oral History collection at Three Rivers Museum follows the Oral History Society's best practice guidance on data protection ([www.ohs.org.uk/advice/data-protection/](http://www.ohs.org.uk/advice/data-protection/)).

What we will do with your personal data

The data contained within this form will be held securely by the museum and not shared with anyone, unless the museum 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) through the museum to researchers, academics 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 Three Rivers district, and contribute to 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 we will ask you to complete after your interview.

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 Three Rivers Museum Trust, 20 High Street, Rickmansworth WD3 1ER ("the museum") and you ("the Interviewee", "I"):

Your name:

Date:

Your address:

Declaration

I hereby agree to take part in an interview for Three Rivers Museum, 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: .....

Office use only:

Series title:

Full name:

Accession no.

Three Rivers Museum Trust Ltd, registered office 20 High Street, Rickmansworth WD3 1ER.  
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