



### Capturing history and memories of Aldermaston

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#### 1) Participant Information Sheet

You are being invited to take part in our Aldermaston Oral History Project, which is designed to record people’s individual personal experiences of living in Aldermaston, capturing memories of events, buildings and people through to current day. The Aldermaston History Group, with the support of a National Lottery Grant, is building a digital archive to capture the history of Aldermaston, which includes a commitment to capture oral history stories. The intention is to make publicly accessible stories and memorabilia contributed by participants. Before you decide, it is important for you to understand why the work 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. Please ask if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for taking the time to read this.



### 2) Who will conduct the project?

This will be conducted by members of the Aldermaston History Group and all those involved will receive training on Oral History, the approach and our obligations and commitments.

### 3) What is the purpose?

We want to capture the memories and stories of people that live in Aldermaston and surrounding area, to help those memories be retained and shared and help people understand what life in Aldermaston was and is like and recognising the changing way of life and community.

### 4) Why have I been chosen?

Your stories and memories of Aldermaston will be an important contribution to our historical archive. You are recognised as someone that has great stories to offer of life in Aldermaston.

### 5) What would I be asked to do if I took part?

If you decide to take part you will be invited to take part in an interview which will last between 1 and 2 hours and be audio-recorded. The interview is an opportunity for you to share your stories and memories of Aldermaston. The interview is very flexible and you are free to discuss what seem to you to be the most important issues. With your permission, your recorded interview will become part of the Aldermaston History Group Digital Archive where it will be preserved as a permanent resource for those interested in the history of Aldermaston. The interviewer may also ask your permission to take your photograph. If you agree then the photograph will also become part of the Digital Archive where it will be preserved as a permanent resource for use in research, publications, education, lectures, broadcasting and the internet.

### 6) What happens to the data collected?

A key part of the project is the creation of a Digital Archive that will preserve and make publicly accessible the stories and memorabilia contributed by participants. With your permission, your recorded interview will become part of the Digital Archive where it will be preserved as a permanent resource. We will never use your information without your consent, and you can tell us how it should be used in an agreement which you will complete after your interview has been completed.

You have the following options:

- Use my name: You can tell us to credit you by name when we use your contributions on the website, in print, and in public.
- Use a pseudonym: You can choose to use a pseudonym. The pseudonym will be the name used in the Digital Archive and the name attributed to your contributions on the website, in print, and in public.

Occasionally you may wish to request partial or complete closure of your interview to public access. You may also ask for the interview to be edited or parts deleted.



Once the interview is completed the interviewer will upload the recording to be held confidentially where it will be accessible only by the project team until the final version is agreed for publication to the archive. If you have chosen to use a pseudonym, we will allocate a unique identifier to your interview and all details of your identity will be kept separately to the audio files and the interview summary.

The project team will summarise the interview and review it to ensure compliance with GDPR requirements before uploading it to the Digital Archive and we will send you a copy of your interview.

### 7) Your personal data

We are collecting and storing this personal information in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 which legislate to protect your personal information. The legal basis upon which we are using your personal information is “public interest task” and “for research purposes” if sensitive information is collected.

All researchers are appropriately trained and all interviewers will sign a Confidentiality Agreement to ensure that they protect and respect the confidentiality of interviewees.

You have a number of rights under data protection law regarding your personal information. If you would like to know more about your different rights, please consult our Data Protection guidance or ask a member of the team. You also have a right to complain to the Information Commissioner’s Office, Tel 0303 123 1113.

### 8) What about documents, images and objects?

Some of you may have kept interesting documents, images and objects, we would be very grateful if you were willing to share these with them. We will arrange to scan them or take a photograph and upload these digital files on to the website. We will never use your documents, images or objects without your consent, and you can tell us how it should be used.

You have the following options:

- Use my name: You can tell us to credit you by name when we use your contributions on the website, in print, and in public.
- Use a pseudonym: You can choose to use a pseudonym. The pseudonym will be the name used in the Digital Archive and the name attributed to your contributions on the website, in print, and in public.

### 9) How is confidentiality maintained?

All interviewers will sign a Confidentiality Agreement to ensure that they protect and respect the confidentiality of interviewees. All data from the research will be stored on a secure server and be accessible only to the Project team. If you have chosen to use a pseudonym, all identifying data will be kept separately to the audio files and summaries.



### **10) What happens if I do not want to take part or if I change my mind?**

It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep and be asked to sign a Participation Agreement before the interview and a Recording Agreement after the interview. If you decide to take part you are still free to withdraw from the interview at any time without giving a reason and without detriment to yourself. You will be free to withdraw from the research, even after the interview has finished. If you decide to do this then the digital file and any material relating to your interview, eg. summaries/transcripts/photographs will be deleted from the Digital Archive. If your contribution has already been used in any way on the website you can contact us and we will remove it from the website.

### **11) Will I be paid for participating in the research?**

There will be no payment for participating in the project.

### **12) What is the duration of the research?**

We will agree the duration and approach with you, whether this will be one interview or several interviews over a period. Usually, any interview may last for between 1 and 2 hours. If you get tired during the process you can ask to stop and take a break, continue on another date or terminate the interview completely.

### **13) Where will the research be conducted?**

Interviews will be conducted at a time and place convenient to you. This could be in a place like the Aldermaston Parish Hall or in your own home if you prefer, wherever you feel most comfortable.

### **14) Will the recording be published?**

The digital recording will be available in our history archive, subject to your agreement. We will never use your information without your consent, and you can tell us how it should be used on the Recording Agreement.

### **15) Who can I contact if I have any questions?**

You may contact any member of the Aldermaston History Group, you will usually have a nominated person co-ordinating on our behalf. The Oral History leadership group consists of:

Karen Dignan 07595 551137

Jean Chapman 0118981 5815