

Aldermaston History Group

Capturing history and memories of Aldermaston - Oral History Project – Information for participants

You are invited to take part in the Project. It is designed to record the personal experiences of persons living in and close to Aldermaston. It will capture memories of the village's history; its people; its buildings; and events, up to the present day.

Aldermaston History Group, assisted by a National Lottery Grant, is building a Digital Archive. It will capture the history of Aldermaston, and commits to assemble oral history stories. The stories and memorabilia contributed by the participants will be accessible via the Archive

Please take time to read this information, as it is important that you understand why this Project is undertaken. Discuss it with others, if you wish. Please ask us if anything is not clear or if you wish further information.

Having read this information, it is for you to decide whether or not you wish to take part in the Project. We hope you will, and thank you in advance for your time.

Who will conduct the Project?

Members of Aldermaston History Group have been trained in Oral History, the approach to be taken, and the Group's obligations and commitment to you. Trained members of the Group will conduct the interviews.

What is the objective?

We wish to capture memories and stories of people living in Aldermaston and the surrounding area. We wish the memories to be retained securely and shared, so that others can gain an understanding of what life in the village was like, how it has evolved, and how it is now. The record will show how the village's life and its community has changed and developed over the years.

Why have you asked me to be a participant?

You are recognised by many as someone who has many memories of the village and has great stories to tell. We feel yours will be important contributions to the Archive.

If I agree to take part, what will be asked of me?

If you say 'yes', you will be invited to an interview. This could last between one and two hours. It will be at a location to suit you. It will be audio-recorded. The interview is free-wheeling and flexible. You can talk about what you feel are the important issues, and share with us your memories and stories.

You will be provided with a copy of the recording. When you are happy with it, and we have your agreement, it will become part of the Group's Digital Archive. The recording will be preserved as a permanent resource, available to persons interested in Aldermaston's history.

We would also like to take your photograph, and hope to have your agreement to that. It will be preserved as part of the Archive and as a permanent resource for use in research; publications; education; lectures; broadcasting; and the internet.

Will I be paid for participating in the research?

There will be no payment for participating in the Project.

What happens to the collected data?

The primary objective is the creation of a Digital Archive to preserve your stories and memorabilia and those of other participants. This Archive will be accessible to the public. It will include your recorded interview. All of it will be a permanent resource.

We will never use your input without your agreement and consent. You will have the opportunity to review it before it is used. You can direct how it is to be used, in an Agreement to be completed, signed and dated by you, after your interview has been completed. You have these options:

- ~ To use your name. Please tell us whether you wish us to credit you by name when your contributions are used on the website; in print; and/or in public; or
- ~ To use a pseudonym. You can choose your own. It will be the name used in the Archive and the name attributed to your contributions appearing on the website; in print; or in public.

If at some time, you wish to close full or partial access to your interview from the public, we will act upon your instructions. Should you wish the interview to be edited or part(s) of it deleted, at any time, we will do that.

After the interview is completed, the member recording it will upload it, where it will be held confidentially. At this stage, it will be accessible only by the Project Team. It will go no further until the final version has been seen, approved and agreed by you. You will be provided with a copy of your interview at this point.

Before the interview is uploaded to the Archive, the Project Team will summarise and review the interview. This is to ensure its compliance with the General Data Protection Regulation [GDPR].

If you choose to use a pseudonym, we will allocate a unique identifier to your interview. Details of your identity will be kept separate from the audio files and the interview recording.

Will my recording be published?

With your agreement, the digital recording will be available in our History Archive and via our website.

We will never use your information without your consent. You can tell us how it should be used when the Recording Agreement is completed.

Your Personal Data

We collect and store personal information in accordance with the General Data Protection Regulation [GDPR] and the Data Protection Act 2018. They legislate to protect your personal information. The legal basis upon which we will use your personal information, if sensitive information is collected, is “public interest task” and “for research purposes”.

All our researchers are appropriately trained. All interviewers sign a Confidentiality Agreement. This is to ensure they protect and respect your confidentiality and that of all interviewees.

You have a number of rights under Data Protection law regarding your personal information. If you wish to learn more about your rights, please ask a member of the Team or consult our Data Protection Guidance on the website. In the event you wish to complain you have a right to contact the Information Commissioner's Office on 0303 123 1113.

What about documents, images and other objects?

You (and others) may have in your possession interesting documents, photographs, other images, and objects. We would be very grateful if you are prepared to share them with us. If you are, we would scan them or photograph them, then upload the images to the website as digital files.

We will never use any of your documents, photographs, images or objects without your permission and agreement. You can tell us how the material is to be used. With regard to such material, you have these options:

- ~ To use your name. Please tell us if you wish us to credit you by name when your contributions are used on the website; in print; and/or in public; or
- ~ To use a pseudonym. You can choose your own. It will be the name used in the Archive and the name attributed to your contributions appearing on the website; in print; or in public.

How is confidentiality maintained?

Every interviewee will sign a Confidentiality Agreement. That is to ensure they protect and respect the interviewees' confidences. Every piece of data from the research will be stored on a secure server. It will be accessible only by the Project Team.

If you choose to use a pseudonym, all data that could identify you will be kept separately from the audio files and the summaries.

What happens if I change my mind or no longer wish to participate in the research?

You are the person who decides whether to participate or not. Should you decide to participate, you will be given this Information Sheet to retain. You will be asked to sign a Participation Agreement before the interview starts. You will also be asked to sign a Recording Agreement following the interview.

After your initial agreement to participate, you are free to withdraw from the interview. You may do that at any time. You do not have to give a reason. There will be no detriment to you if that is what you decide.

You are free to withdraw from the research, even after the interview has been completed. If you did that, the complete digital file and any other material such as photographs; transcripts; summaries and the like, relating to your interview will be deleted from the Digital Archive.

If you had agreed to participate and have changed your mind, should your contribution have been used in any way on our website, please contact us and request us to delete it. We will do that immediately.

What is the duration of the interview and research?

The approach and the duration will be agreed with you. The format may be one interview, or several interviews over a modest period. We expect interviews to last between one and two hours, but they will be tailored to meet your preferences and comfort.

During an interview, should you wish it, a break can be taken, or arrangements made for it to continue on another date. Should you wish to go no further with the research, we will stop at that point.

Where will the research be conducted?

The time and place that suit you will be selected. This could be in Aldermaston Parish Hall or in your own or another's home. Select that with which you will be most comfortable.

Who do I contact if I wish to change my mind, wish to change anything, or have a question?

You can contact any member of the Aldermaston History Group. Usually, you will have a 'nominated person' who coordinates the research on our behalf. Their name and contact details will be provided to you.

The Oral History Group is led by:

Karen Dignan, telephone 07595 551 137 and Jean Chapman, telephone 01189 815 815.