



Cheltenham Local History Society

CLHS ORAL HISTORY PROJECT Use of Interview Materials Consent Form

Name (print): _____ Date _____

The purpose of this form is to record your agreement as to how the audio recordings of your memories, photographs of you, and any material you choose to donate to or have scanned by Gloucestershire Archives at the Heritage Hub (GA) may be used by the Cheltenham Local History Society (CLHS) and GA and to assign copyright.

Please tick the boxes to agree with all the statements in each section. In doing so you will give your consent for GA, CLHS, and their project partners, to use your materials in the manner stated, and assign copyright of the material to GA and CLHS. Please sign overleaf to confirm that you agree with all the statements in each of the sections in which you have ticked the box.

Audio Recordings

I hereby assign the copyright of these recordings to GA and CLHS.

I understand and agree that these recordings will be added to GA's collections, where they will be preserved permanently as a resource for use in research and publication.

I understand and agree that I will be identified on these recordings and GA's catalogue, **unless I've ticked the box overleaf.**

I give permission for GA and CLHS to make multiple copies of material in which I own copyright, and to change the format for the purposes of e-preservation.

I agree that the recordings will be made publicly available on-line on the CLHS Youtube channel with links from the CLHS website, or on any other public on-line platform under the control of CLHS, and that I will be identified on these platforms.

Photograph Consent

I understand that the photographs of me are being taken to help promote CLHS Oral History Project.

I permit GA and CLHS to:

- use the photographs in any publications produced by the project;
- reproduce the images on the GA and CLHS website and those other relevant websites;
- add this image to the collections of GA to accompany the audio recording.

Ownership of scanned and photographed images

Please tick box as appropriate:

- I confirm that I **am** the owner of copyright in items that are scanned or photographed for the purposes of the project, *or*
- I **am not** the owner of copyright in items that are scanned or photographed for the purposes of the project (see below).
- I do not know who owns copyright in these items.
- I hereby donate ownership of the images of the material listed below to GA and CLHS.

I also donate to GA and CLHS any copyright I may own in the material.

I am willing to be identified on GA's catalogues and on project-related websites, unless I've ticked the box below.

I give permission for the images to be disposed of if not required for permanent retention.

I give permission to GA and CLHS to make multiple copies of material in which I own the copyright and to change the format for the purposes of e-preservation.

Provenance, description and quantity of item/s [continue on a separate sheet, if necessary]

Information about the copyright owner, if known [continue on a separate sheet, if necessary]

Please tick if you would rather not be identified by name when your material is used, or would like to discuss the form further before signing.

Signature: _____ Date: _____

Address: _____

e-mail: _____

Telephone/mobile: _____

All personal information collected will be handled in compliance with the General Data Protection Regulation 2018 and the Data Protection Act 2018. It will only be shared with project partners for project purposes.