

Her Salisbury Story project information sheet and interview participation agreement (to be read and completed before the interview)

Please read this information about the project and feel free to ask the project team member any questions if anything is not clear.

What is the project about?

You have been invited to take part in the Her Salisbury Story project, which aims to bring Salisbury's heritage alive through the exploration of previously hidden narratives. The project will celebrate the lives of Salisbury's women, past and present. Local volunteers will research historic women using available archives as well as collecting oral histories from individuals across the city. The information collected during the project will be published on the Her Salisbury Story project website and also deposited into the Wiltshire and Swindon History Centre Archive. The project is an initiative of [Soroptimist International of Salisbury](http://www.soroptimistinternational.org) (SI Salisbury) and is funded through a grant from the Heritage Fund.

What do I have to do if I take part?

We will conduct an interview with you either remotely (by phone or on a video call) or in person. The interview will be about your life and personal history. The interview is estimated to take 1-2 hours, but it may take longer. Alternatively, it can be conducted over the course of several appointments, if needed. You will have the opportunity to take breaks: please do tell the interviewer if you need a break or wish to stop the interview.

During the COVID-19 (Coronavirus) pandemic, if the interview takes place in person (face to face), at all times the project team member will adhere to current public health guidelines.

You are welcome to bring a friend, colleague or family member with you to the interview.

Do I have to take part?

It is your choice whether you want to take part in the project, and you can change your mind at any time. You can withdraw from the project at any time and you can request to have your information removed from the project by contacting the project team at hersalisburystory@gmail.com .

What information will you collect about me?

During the interview we will be asking about you and your life.

With your consent, we may also collect:

- Personal information (such as name, date of birth, address, telephone number and email address).
- Characteristics (such as gender, ethnicity, language, nationality, country of birth).

The Her Salisbury Story project website also collects information such as cookies. You can read the Privacy Policy for the website <https://hersalisburystory.com/privacy-policy/>

What will my information be used for?

We need to use your personal information (such as your name and contact details) to make and maintain contact with you in the furtherance of the project, and to help us deliver the project aims. SI Salisbury may also want to get in touch with you with information related to SI Salisbury and Soroptimist International. Any personal data that we collect from you will be processed in line with data protection legislation. We will not share your information with third parties without your consent unless the law requires us to do so, for example if there is a risk of harm to you or someone else. Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact SI Salisbury at sarumsoropts@gmail.com .

As this is a local history project, one of the key aims is to collect historical information to be archived, in order to preserve the oral history of Salisbury and help current and future generations to learn more about the history of Salisbury. Therefore, the oral history information collected from you, such as photographs, audio recordings, and transcripts of interviews, will be made publicly available. This means they will be published on the Her Salisbury Story project and deposited into Wiltshire and Swindon History Centre Archive. This information may also be published elsewhere such as newspaper articles, reports and promotional materials of the organisations involved in delivering the project. One of the requirements of Heritage fund projects is that materials from the project are made available to the public for non-commercial use. However, we will not publish any information from your interview or any recordings without a chance for you to review them first, and you have a right to request any restrictions to the publication of this information.

How long will you keep my data?

At the end of the project, we will delete any personal data that is no longer needed for the purposes of the project.

Any information that is published on the project website will exist for 5 years, and the website itself may be archived thereafter. As previously mentioned, information from the project will be made available to the public for non-commercial use and may also be used in promotional materials or dissemination of the project. Any information (such as interviews, photographs, and accompanying agreements) deposited into the WSHC archive will be kept there indefinitely so that it is available for use by future historians and researchers.

Members of the project team and SI Salisbury take your privacy concerns seriously. Any data breaches will be investigated and reported by the project's data protection officer, (contact via hersalisburystory@gmail.com) and reported to SI Salisbury. If you have any concerns about the way your information is being handled, please

contact the SI Salisbury Executive Committee without delay (email address: sarumsoropts@gmail.com). We will carefully investigate and review all complaints and take appropriate action in accordance with Data Protection Legislation. We will keep you informed of the progress of our investigation and the outcome. If you are not satisfied with the outcome, you may wish to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Who can I contact if I have any further questions?

You can ask the interviewer any questions before the interview, or contact a project team member by emailing hersalisburystory@gmail.com.

Your agreement to take part:

I have read the project information sheet and have had the opportunity to ask questions.

I agree to take part in an interview for the Her Salisbury Story project.

I understand that I can withdraw from the project at any time.

I am fully aware that the content of this interview will be made publicly available, subject to any restrictions that I might request when the interview has been completed.

I understand that I will be able to view a write-up of the interview before it is published and I have a right to amend or retract parts of it.

I understand that no personal data such as address, telephone number(s) or email address(es) will be made public and that my personal data will be kept confidentially and processed in line with data protection legislation.

Signed by or on behalf of the interviewee:

Signed:

Name in block capitals:

Date:

Separate page to be kept by SI Salisbury

Opt-in form for marketing for Soroptimist Salisbury and Soroptimist International
We would like to share your personal information with Soroptimist International Salisbury, and they may share your information with other Soroptimists both from SIGBI and the other three Federations, Soroptimist International, our partners, other charities and related companies. If you agree to your information being shared in this way please tick this box.

If you, or the Club, Region or National Association of which you are Treasurer, are also a shareholder in Number 63 (Soroptimist) Limited, you consent to Soroptimist International Great Britain and Ireland (SIGBI) Limited (SIGBI) sharing your data with Number 63 (Soroptimist) Limited.

How information about you will be used: We would like to send you information about Soroptimist International Great Britain and Ireland (SIGBI) Limited, Soroptimist Trading Limited, Soroptimist International and other related organisations with whom we work, by post, email, telephone and SMS. If you agree to being contacted in this way, please tick the relevant boxes below:

Post
Email
Phone
SMS
Automated

If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes or giving your information to other parties.