

VOLUNTEER INFORMATION SHEET

1. Introductory paragraph

You are being invited to take part in this project to collect, digitally, material related to Britain and the Commonwealth's role in the Second World War. Before you decide to take part, it is important for you to understand why this project 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. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether you wish to take part.

2. Why is this research being conducted?

The collective story of Britain and the Commonwealth's role in the Second World War is held by members of the public whose family members participated in, or were affected by, the conflict. These stories, memories and objects are in danger of getting lost over time. The University of Oxford is supporting a national initiative to help local organisations collect and digitally preserve this material for future generations.

3. Why have I been invited to take part?

You will have been invited directly by an organisation who knows that you have an interest in volunteering, or you will have seen an advertisement in the media or elsewhere and volunteered to be part of the project.

4. Do I have to take part?

No. It is up to you to decide whether or not to take part. You can withdraw yourself from the project at any point now or in the future, without giving a reason. All data will then be deleted from servers within our control. All data containing your details will be deleted from our records (e.g. name, any contact details, etc). We will not, however, be able to delete any interviews or digital surrogates that you created during the process.

5. What will happen to me if I take part in the project?

You will probably be organising or helping to organise a locally run collection day, but you may also be helping at an event organised by a larger museum, library, archive or other relevant organisation. For a collection event that you are running or helping to run this will be held in an accessible site (e.g. museum, library, community centre, school) where you will be part of a team who will greet and explain the project to visitors, and where you may also be interviewing visitors about anything that they have brought along. You may then help to photograph (digitally) these materials. If applicable we may also ask you to record an interview with visitors about their story.

Before taking part we will ask you to sign a Consent and Permissions form (to agree to being part of the project) and an agreement that you will assign the copyright in any images or text that you produce as part of the project. We will also ask you to agree to waive your moral rights. This means that you will not be named as the creator of any of the text or images you produce for this project. We need you to have assigned copyright, and waived your moral rights, so that we can fulfil our objectives to share the content produced through the project on the internet. It is also a condition of the funding that we are receiving from the National Lottery Heritage Fund that we make this material freely available through the Creative Commons Attribution 4.0 International License.

The purpose of the project is to preserve this material in perpetuity.

The project is funded by the National Lottery Heritage Fund and run by the University of Oxford. Currently the project will run for two years (July 2022-July 2024) but material collected will be stored thereafter and made available via the web.

6. What are the possible disadvantages and risks in taking part?

We do not envisage any disadvantages to taking part in this project.

7. Are there any benefits in taking part?

By taking part in this project, you will be preserving the stories/memories/objects for future generations to have access to. Collectively we will be adding material to the overall picture of Britain and the Commonwealth during the Second World War which will inform future activities, in particular in the lead-up to the 100th anniversary of the conflict.

Volunteers will be trained on preparing, marketing and running a collection event using our model, which, based on experience, will enhance your knowledge of the subject, develop your transferable skills in event management, interviewing, digitization and public engagement, and inspire you to learn more about your community.

We may also have experts to hand who may be able to help you find out more about the objects brought to the Collection Day.

8. What information will be collected and why is the collection of this information relevant for achieving the research objectives?

We will collect from you information about you (name, contact details, and demographic information).

Identifiable data (including Consent and Permission forms) will be stored physically in a secure location at the University of Oxford. Other research data will be stored for at least 10 years after launch on a public-facing University website but also for perpetuity on the University of Oxford's secure digital preservation systems.

The project team will have access to all the data.

The project team will be presenting on the project and also seeking to publish articles in national media and academic journals. We will use the data collected during the project but no personal data will be shared and all references to you will be anonymised.

9. Will the project findings be published? Could I be identified from any publications or other research outputs?

The findings from the project may be written up (media articles, academic theses or publications) or published online (e.g. as a news item, in a podcast, on a media website) but you will not be identifiable from this. Your contact details will never be published.

10. Data Protection

The University of Oxford is the data controller with respect to your personal data, and as such will determine how your personal data is used in the study. The University will process your personal data for the purpose of the research outlined above. Research is a task that is performed in the public interest. Further information about your rights with respect to your personal data is available at <https://compliance.admin.ox.ac.uk/individual-rights>. There is a full data privacy policy available on request and online.

11. Who is funding the project?

The project is being funded, currently, through a two-year grant from the UK's National Lottery Heritage Fund.

12. Who do I contact if I have a concern about the research or I wish to complain?

If you have a concern about any aspect of this study, please contact theirfinesthour@ell.ox.ac.uk. We will acknowledge your concern within 10 working days and give you an indication of how it will be dealt with. If you remain unhappy or wish to make a formal complaint, please contact the Chair of the Research Ethics Committee at the University of Oxford who will seek to resolve the matter as soon as possible:

The Chair, Social Sciences & Humanities Interdivisional Research Ethics Committee;
Email: ethics@socsci.ox.ac.uk; Address: Research Services, University of Oxford, Boundary Brook House, Churchill Drive, Headington, Oxford OX3 7GB

13. Further Information and Contact Details

If you would like to discuss the project with someone beforehand (or if you have questions afterwards), please contact theirfinesthour@ell.ox.ac.uk or:

Dr Matthew Kidd
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University email: matthew.kidd@ell.ox.ac.uk