THEIR FINEST HOUR
PRESERVING THEIR MEMORIES · UNIVERSITY OF OXFORD

PARTICIPANT INFORMATION PACK

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 recognises that you, or your family, have a story to tell about the War 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. You can contact us even after submitting material to ask us to take anything that you contributed 'down' (remove it from the archive). All data will then be deleted from servers within our control. We would however not be able to remove your contributions from any other online or offline facility that had already accessed and copied your material before we received your removal request.

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

You will probably be taking part in a locally run collection day, but you may also be submitting material remotely. For a collection event that you attend this will be held in an accessible site (e.g. museum, library, community centre, school) where you will be greeted, where the project will be explained to you, and where you will be interviewed about anything that you have brought along. These materials will then be photographed (digitally). Your interviewer will ask you about yourself, the objects or story that you wish to contribute, about the members of your family this may relate to, and maybe some broader questions about the Second World War. If applicable, we may also ask to record an interview with you.

Before taking part, we will ask you to sign a Consent and Permissions form in which you will agree to take part in the project and confirm that you have the right to contribute the material that you have brought along. This consent will also be sought for online submissions.

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

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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.

You only need to participate once, but if you agree we might want to follow-up to ask you further questions about some of the material you have submitted.

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

We do not envisage any disadvantages to taking part in this project. It is possible that your contribution may attract external interest – e.g. from the media wishing to hear more about your story, but we will only pass on your details for them to contact you if you agree to this. It is also possible that your submission might be used commercially by a third party, without your further permission or monetary benefit to you.

7.   Are there any benefits in taking part?

By taking part in this project you will be preserving the stories/memories/objects related to your contribution 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.

We may also have experts to hand who may be able to help you find out more about the objects or your family.

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). You can choose for your name to be shared as part of your contribution (or to be listed as anonymous), but we will not share any contact details (without your consent) or demographic information.

We will collect from you information about any objects that you bring in (e.g. date, where it came from, if it relates to anyone you knew) and also any associated stories/memories. Any objects will be digitally photographed and the images will form part of the online archive. A transcription of the interview will also form part of the online archive.

We will not be able to take possession of any physical objects for the long-term but will be able to offer you advice on where to deposit it if you wish.

We will ask you for your views on the war and its legacy today, but you are not required to answer these questions if you do not wish to do so.

If you agree, we may ask to record the interview with you.

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.

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The project team will have access to all the data.

Information about the objects that you have submitted (describing them), the images, and your name (but only if you agree) will be stored on our collection management platform (Omeka) in the US. However, no data other than that will be transferred to, and stored at, a destination outside the UK and the European Economic Area.

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. We expect to be contacted by national media outlets or academic researchers to follow up on stories of interest, but in such cases we will seek your permission before we put you in contact.

All of the non-personal data will be shared online via our website for free worldwide access. Material will be available for anyone to use, share, and adapt for any purpose as long as credit is given (project name and your name if made available). It will not be possible to identify you from the online data (unless you agree to have your name listed). It will not be possible to get access to your contact details or demographic information from the online site.

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 name (unless you agree) will not be available. 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
Faculty of English Language and Literature
University email: matthew.kidd@ell.ox.ac.uk

APPENDIX: TERMS AND CONDITIONS

Terms for User Contributions

This document contains the terms applicable to users who contribute content at a Community Collection Day.

The user must be aware that the University of Oxford strives to make content available for reuse for educational, non-commercial and commercial purposes worldwide with a minimum of restrictions.

These terms establish that the following content contributed at a Community Collection Day will be made available on the University of Oxford's digital archive (https://theirfinesthour.english.ox.ac.uk/archive):
- The data you enter in the story section
- Dates and location of the objects
- Answers to 'further questions'
- The digitised objects themselves (e.g. photographs)

With your permission, the following content will also be made available on the University of Oxford's digital archive:
- Your name
- An audio recording of your interview
- A transcription of your interview

By agreeing to these terms, you agree to allow anyone to view, edit and share such content and to treat it as non-confidential.

If you do not agree with these terms, please do not contribute content at a Community Collection Day.

Summary

Before you can submit content at a Community Collection Day, you must agree to the Terms for User Contributions (see above). Among the most important consequences of accepting these terms are the following:

You guarantee that:
- the materials that you submit are not copyright protected; or
- you own the rights to the materials; or

- the owner of these rights has authorized you to submit the materials.
- For the content you contribute (such as a video, a photo, a diary, a picture or audio material), you agree to allow anyone to view, edit and share such content and to treat it as non-confidential. However, they must attribute the content to the rights owner. And if they make alterations to the content, they must allow others to use the altered content under the same conditions.

Acquisition/Takedown Policy

The project team reserves the right to reject, or amend relevant portions of, submitted stories/memories and digitised objects due to inadequate documentation, when the rights are unclear, and/or when the submissions contravene the University of Oxford's Regulations Relating to the use of Information Technology Facilities or other Policies. Decisions to accept material depends upon a careful assessment of suitability in relation to the principal collecting area, namely, stories/memories and objects relating to Britain's and the Commonwealth's experience of the Second World War.

If you are a rights holder and are concerned that you have found material on our website for which you have not given permission, we will remove it. Please contact us by email (theirfinesthour@ell.ox.ac.uk) stating the following: your contact details; full details of the material; the exact website address where you found the material; and proof that you are the rights holder or an authorised representative of the rights holder.