

The deposit of your oral history recording at the Army Flying Museum

This leaflet explains:

- **How your recording or interview will become part of the Army Flying Museum's (AFM) collections**
- **The forms we will ask you to complete to ensure we can provide public access to them in accordance with your wishes**
- **How people use recordings at the AFM**

The AFM is the regimental museum of the Army Air Corps. It provides first-class information services to the academic, business, research, and Army Air Corps communities and offers access to our large collection spanning nearly 150 years of history. The Museum's collection has developed since its opening in 1987, with thousands of items in the archive alone, representing every period of Army aviation. Within this collection, the oral history recordings are considered to be vital to the Museum's intention to preserve the memories of Army aviation.

As a charity, the AFM is most grateful for contributions, such as yours, to help to build, improve, and enhance the collections. These collections are cared for by a team of professionals: their priorities are to select, preserve, research, and provide access to them.

Your oral history recording will become part of the collection cared for by the AFM. The audio recording itself will be archived in the Archive's secure server, and research access may be provided to generations of students, academics, writers, and many others for years to come.

The oral history collections

Oral history is a powerful means of collecting and preserving the unique memories and life experiences of people whose stories might otherwise have been lost. Few historians, researchers, teachers, and students can now afford to neglect the insights that oral sources provide. Our mission is to capture as many voices as possible linked with Army aviation. The AFM's oral history collection is expanding all the time and covers a huge range of topics encompassing diverse voices; from pilots to engineers, those who served in Rhodesia to those in Korea, and from Colonels to Corporals. The oral history section on the AFM's website has more information and some clips from the collection: <https://armyflying.com/visit/the-collection/oral-history-project/>.

The Oral History Participation Agreement

Before your interview begins we will ask you to complete the 'Oral History Participation Agreement'. This outlines the project to which you are contributing and details the ways in which we will store, process, and provide access to your personal data contained within and about the recording.

New data protection legislation (the General Data Protection Regulation [GDPR] which came into effect on 25 May 2018, and its legislation, the Data Protection Act 2018) has changed the way in which we inform you about how your personal data is stored and processed, and how you can get access to it. For information about how the Museum Collections will use your personal data you can review the Collections Data Protection Policy at <https://armyflying.com/media/xfbhxpvj/collections-data-protection-policy.pdf>

Information contained within the interview itself will be processed in accordance with our Collection Materials transparency notice at <https://armyflying.com/media/z2ujw1th/collection-materials-transparency-notice.pdf>

The Oral History Project at the AFM also follows the Oral History Society's best practice guidance on data protection (<http://www.ohs.org.uk/advice/data-protection/>).

What we will do with your personal data

The data contained within the 'Oral History Participation Agreement' will be held securely and not shared with anyone, unless the Museum is obligated to do so for legal purposes, such as evidencing ownership or demonstrating a valid Agreement. The information contained within the interview itself will be made available (subject to your agreement)

through the Museum to researchers, academics, and other members of the public who access oral history content. We will keep this data in perpetuity, so as to preserve the oral history of Army aviation and inform the research of future generations.

You can request partial or complete closure of your interview to public access using the 'Oral History Recording Agreement' which you will complete after your interview has been concluded.

You can request a copy of the personal data we hold about you at any time.

By signing the 'Oral History Participation Agreement' you are acknowledging that:

- you understand the project to which you are contributing
- you agree to take part in an interview for the AFM
- you are fully aware that the content of this interview will be archived in perpetuity at the AFM
- you understand that your interview will be publicly available, subject to any closure or other restrictions that you might request when the interview has been completed.

The Oral History Recording Agreement

At the conclusion of your recording, you will be asked to fill in a second form: the 'Oral History Recording Agreement'.

What is this Agreement?

The 'Oral History Recording Agreement' is a legal agreement which allows you to:

- confirm your previous agreement for the recording to be archived at the Army Flying Museum
- stipulate any special provisions for use of and access to the recording
- specify ownership of copyright and underlying rights in your recording.

Recording this information in a short formal document is in the best interests of both the interviewee and the Museum.

Before you are asked to sign this Agreement, the oral history interviewer or member of the Museum staff will talk through the document with you, explain each part and will be happy to answer any questions you may have. The completed Agreement will then be signed by you, or your legally appointed representative. You will be given one copy, countersigned by the interviewer or by another authorised representative of the AFM as your record of our agreement. The Museum will retain the other signed copy of the Agreement.

The 'Oral History Recording Agreement' establishes and confirms a legal relationship between you and the AFM. This relationship is also based on trust and a shared understanding of the terms of the agreement: it is therefore very important that you raise any concerns

you may have about anything included or omitted from the 'Oral History Recording Agreement' before it is signed.

Key elements of the Oral History Recording Agreement:

- 1. Agreement to archive** - The Agreement confirms your willingness for the recording and your personal data to be archived by the AFM.
- 2. Public access to the interview** - The Agreement allows you to specify how researchers can use your recording—now and in the future. If you wish to restrict access to all or part of your recording there is space on the Agreement to specify these restrictions.

Until recently all users needed to come to the AFM to listen to our oral history recordings, which limited access to those who had the means to travel to the Museum. In line with most Museums and Archives, we are making more of our open recordings, or clips taken from them, available online through the Army Flying Museum website and social media, subject to interviewee consent.

If you have particular concerns please discuss these with the interviewer or AFM staff member.

Your options are:

- If you do **not** wish to impose any access restrictions, then simply leave this section of the Agreement blank.
- If you **do** wish to restrict access to the recording—in its entirety or particular parts—please specify this in the space provided.

You are required to give an end date to each restriction you specify. In most cases a maximum closure period of 30 years is appropriate.

3. Copyright

The 'Oral History Recording Agreement' contains a statement whereby the interviewee assigns their copyright in the recording to the Army Flying Museum. Clarity around ownership of copyright is central to the Museum's ability to provide services that meet the demands of 21st century researchers, such as digital storage. Copyright in the words spoken on the recording lasts for 70 years after the year of a speaker's death, so documenting copyright information at the completion of the interview is vitally important.

Almost all interviewees assign their copyright to the Army Flying Museum, as they trust the Museum will make use of their recording in an ethical and responsible manner and comply with any access restrictions specified. The Museum is a strong supporter of author and creators' rights. Assignment of copyright does not affect your moral right, that is your right to be identified as a contributor and for your contribution to be protected from derogatory treatment which might damage your reputation or the integrity of your contribution.

A small number of interviewees decide to retain their copyright in the recording. This means that no public, published or broadcast use can be made of the recordings without the interviewee's written consent, although the AFM is permitted to offer access to these recordings on-site for private research and non-commercial use (assuming there is no access restrictions imposed).

We ask interviewees to bear in mind that when they retain copyright this can create considerable difficulties for the AFM. The AFM may lose contact with an interviewee (or, after their death, their relatives or estate), which would prevent the interview being used for published research in the future.

Your options are:

- If you are happy to assign your copyright to the AFM leave the Agreement as it is and sign it at the bottom.
- If you wish to retain your copyright in the recording, please strike through the relevant sentence on the Agreement. The choose one of the following options regarding the duration of the retention of copyright and write it in the space provided:
 - a) I retain my copyright in the recording until 20XX after which I assign copyright to the AFM. I undertake to keep the AFM informed of any changes to my address.
 - b) I retain my copyright in the recording for the duration of my lifetime after which I assign copyright to the AFM. I undertake to keep the AFM informed of any change of address.
 - c) I retain my copyright in the recording. I undertake to keep the AFM informed of any changes of address and to keep the Museum updated with the address and contact details of my next of kin and solicitor.

4. How will the information on the Oral History Recording Agreement be used?

The conditions that you have agreed or asked to be met with regarding your recording will be included in the entry made for your interview in the Museum Archive. Such information will be of value to people wishing to include your interview in their research while ensuring that any restrictions you have requested are made visible and upheld.

IMPORTANT NOTE:

If you have requested an embargo or closure for all or part of your recording, it is not possible for anyone to request access to the closed material under the Freedom of Information or Data Protection Acts.

Further contact details at the Army Flying Museum:

Curator

E: curator@armyflying.com

Archivist

E: archivist@armyflying.com

Archive Assistant

E: archive.assistant@armyflying.com