



Oral History Privacy Notice

Sheffield Museums is committed to maintaining the accuracy, confidentiality and security of any personal information that we gather from you. This Privacy Notice describes the information that we collect from or about you, how we use the information and who we share that information with.

What information do we collect and why do we collect it?

Sheffield Museums collects and retains information from individuals that will help us to manage the oral histories that we collect. This will include the name and address of the interviewee, and the information included in the recorded oral history itself.

We will ask directly for this personal information and your consent to use that information. We will always let you know how the information will be used, and you will have the option to limit the use of that information.

When we cannot obtain direct consent, we may rely on "legitimate interest" as a reason for retaining and processing information. We will complete a legitimate Interest Assessment to ensure that we have good reason to retain your information and appropriate processes to secure it.

Who do we share your personal information with?

We do not share your personal information with any other organisations without your express consent. There is a separate additional Sheffield Archives consent form for oral histories that we deposit at Sheffield Archives.

Our exhibitions and published information might also include references to your oral history. Although we might include names to give it context, we would never include addresses or contact information. The information contained within your oral history interview may be accessed by researchers, but again, never your address or contact information.

You can request partial or complete closure of your interview to public access using the Oral History Permission form which you will complete after your interview has been completed.

How is your information protected?

We endeavour to keep your information safe, secure and accurate. Procedures and policies are designed to protect your information from loss and unauthorised access, copying, use, modification or disclosure.

How long is your information retained?

We only retain personal information for as long as it is needed. However, where information is contributing to the record of an oral history, for instance who the interviewee is, the information may be retained indefinitely. Details may be recorded on paper and in computerised files. We will ask if you are happy for this information to be kept.

Access to your information

You have the right to see the information that we hold about you. If you want to review, verify or correct your information, please contact finance@sheffieldmuseums.org.uk.

In the event that we cannot provide you with access to your information, we will endeavour to inform you of the reasons why, subject to any legal or regulatory restrictions.

Inquiries or concerns?

If you have any questions about this Privacy Notice or concerns about how we manage your personal information, please contact the Head of Finance via finance@sheffieldmuseums.org.uk

Oral history record of consent

I consent to Sheffield Museums retaining my personal information for the purposes outlined in the privacy notice above

I understand that I may withdraw my consent at any time by contacting Sheffield Museums

Signed

Printed name

Date.....