# **Interviewee and Project Information** *[Enter project name here]*

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| **Project Description***[Enter the details of the project here. This may include the commissioner, the scope of the project, the project purpose, time frames, etc.]***Project Contact Details***[Enter the contact details of the interviewer, commissioner, and/or the repository here.]*  |

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| **Privacy Statement** We are collecting your personal and contact information for the purpose of creating and archiving an oral history for *[enter project name here].* Weare guided by the Privacy Act 2020 in the collection, storage, and use of your information.The information you provide will help us research, record, and archive your oral history. Your contact details will be kept with your oral history recording so you, or your nominated next of kin, can be contacted about your oral history in the future. The biographical information will be kept with your oral history recording and will be valuable for people using your oral history in future, as it provides context for the material you record in your oral history. Providing this information is optional**.** If you choose not to supply any of this information, we will work with the information we have available.**Sharing your information**The information you provide will be shared with:1. The commissioner of the oral history (if there is one). *[Enter the name of the commissioner here.]*
2. The oral history repository or archive where we intend to archive your interview (if your oral history is being archived) to ensure it is preserved for future use and research, and managed in accordance with your wishes. [*Enter the name of the archive here.]*

**Checking and correcting your information** Before your oral history is completed, we will ask you to confirm the information we have is correct and you are happy for it to be kept with your oral history.You have the right to ask for a copy of any personal information held about you at any time, and to ask for it to be corrected if you think it is wrong. If you’d like to ask for a copy of your information, or to have it corrected, please use the contact details on page 1. **Safekeeping**We will keep your information safe by storing it carefully and safeguarding it from loss or improper use. We will retain your information while working on this oral history project. Once copies of the oral history recordings and accompanying material are safely transferred to the project commissioner or the archive, and processed by them, we will no longer hold digital or hard copies of your personal information, unless you have authorised us to keep copies. Our copies will be disposed of securely. The commissioner and/or the archive will be responsible for keeping your personal information safe once we have finished working on this oral history project.  |
| **Interviewee Contact Details** Name:Address:Phone number:Email address:Next of kin name:Next of kin address:Phone number:Email address:*[Add any other information that may be needed to contact this person at a later date.]***Interviewee Biographical Details**We collect additional biographical information from you to provide background and context for your interview. The biographical questions in this section are optional. *[Add fields or questions here for the biographical details you will be collecting for this project. Examples: date of birth, place of birth, ethnicity, iwi/hapu, the details of parents, siblings, children’s, spouses, partners, names of schools, places of employment, places lived.]*  |