**COVID-19 LOCKDOWN MEMORIES PROJECT**

In the first instance may we extend our thoughts and wishes that you and your family are as well as can be reasonably be expected in these most challenging times.

**The collection that you are contributing to**

In view of these highly unusual and difficult times, we would like to invite you to take part in the COVID-19 Lockdown memory collection project, which documents the experiences and images of the lockdown implemented in the UK from March 2020. Through this project we aim to record information about how the lockdown affected residents of the London Borough of Richmond Upon Thames, so that these memories, experiences and images are preserved for future generations.

Recordings of local memories are integral to the Museum of Richmond’s intention to preserve and share the history of London Borough of Richmond Upon Thames. Your contribution will be preserved as a public reference resource for use in museum displays, research, publication, education, lectures, broadcasting and the internet.

**Your personal data**

New data protection legislation (the General Data Protection Regulation [GDPR] which came into effect on 25 May 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. We now need to seek your active consent in writing to take part in the project and to continue to store and make use of the personal data about you which you give us, such as your name and contact details, and of course the content of your life story interview. This project complies with the Museum of Richmond’s own Privacy Policy ([www.museumofrichmond.com/wp-content/uploads/MOR-Privacy-Policy.pdf](http://www.museumofrichmond.com/wp-content/uploads/MOR-Privacy-Policy.pdf)).

Authorised members of the Museum of Richmond team will only use your personal data for the following purposes:

* Legal purposes, for example as evidence of ownership;
* Internal administrative purposes, for example to contact you or your appointed representative for matters relating directly to your contribution;
* Research, for example as a record of the provenance and history of the contribution;
* Collection management purposes.

The data will be held securely and will not be shared with anyone else outside the Museum of Richmond without your permission and to ensure that your contribution is processed in strict accordance with your wishes, you can request partial or complete closure of your interview to public access below. You can request a copy of the personal data we hold about you at any time. We apologise in advance for the rather formalistic and legal tone of the attached form, but as you will appreciate, we do need to comply with the relevant legislation.

When you sign this form you are agreeing to take part in the project outlined herein, agreeing to the terms under which your material will be accessible at the Museum of Richmond and through the Museum of Richmond’s online services and allowing us to store and make use of your personal data now and in the future in order to administer and archive your written memories and/or images.

If you do decide that you would like to contribute that would be much appreciated and we would like to thank you in advance for doing so. We hope that you stay safe and well.

**Your consent to take part**

This Agreement is made between The Museum of Richmond, Second Floor, Old Town Hall, Whittaker Avenue, Richmond, TW9 1TP (“the Museum”) and you (“the Contributor”, “I”):

Your name: ……………………………………………………………………………………………

Your address: ………………………………………………………………………………………….

…………………………………………………………………………………………………………..

Date: ………………………………

**Declarations**

I, the Contributor, confirm that I have consented to take part in the provision of written memories and/or images and hereby assign to the Museum all copyright in my contribution for use in all and any media. I understand that this will not affect my moral rights to be identified as the ‘author’ in accordance with the Copyright, Design and Patents Act 1988.

If you do not wish to assign your copyright to the Museum, or you wish to limit public access to your contribution for a period of years, please indicate so here:

🞏 I do not wish to assign my copyright to the Museum of Richmond

🞏 I wish to limit public access to my contribution for a period of [....] years

By or on behalf of the Contributor:

**Signed**: .................................................................................................................................................

Name in block capitals: .....................................................................

Date: ………………………………

I further agree that the Museum of Richmond can store, process and retain my personal data in order pursue its aims, objectives and activities, and provide services to users. This is subject to any closure or other restrictions that I might request. I understand that full details of how the Museum of Richmond stores and processes my data are stated in the ‘Privacy Policy’ at [www.museumofrichmond.com/wp-content/uploads/MOR-Privacy-Policy.pdf](http://www.museumofrichmond.com/wp-content/uploads/MOR-Privacy-Policy.pdf)

This Agreement will be governed by and construed in accordance with English law and the jurisdiction of the English courts. Both parties shall, by signing below, indicate acceptance of the Agreement.

By or on behalf of the Contributor:

**Signed**: .................................................................................................................................................

Name in block capitals: .....................................................................

Date: ………………………………

On behalf of The Museum of Richmond:

**Signed:** ...........................................................................................................................

Name in block capitals: .....................................................................

Date: ….……………