

## **ETHICAL PRACTICE- GRANTING PERMISSION**

It is essential to liaise with the interviewee in an honest and respectful manner. Explain to them why you would like to conduct an interview, and allow them to discuss with you what they are happy to talk about, and what they prefer not to discuss. The interviewee always has a right to review, correct and/or withdraw anything in the interview- or decide to grant permission at all. They must be given this opportunity after the interview has been conducted. It is important to discuss the process and permissions with the interviewee.

The following are most important:-

Before the interview –

Collect the signed permission form from them. Examples are included in the Appendix.

It is the responsibility of the interviewer to protect the rights of interviewee by explaining:-

- Purpose of each interview, how it will be organised and recorded, whether it will be placed in a repository.
- Oral history copyright, possible future use of interviews.
- Reassure the interviewee that and that they will have the rights and opportunity to review, correct and withdraw any of it.

Important to ensure objectivity, honesty and integrity.

- Agreement to sign regarding copyright.
- Ensure potentially defamatory material is not made public- each interview treated confidentially until an interviewee gives the right to share information through an agreement.
- Advise interviewee that they will receive the actual digital recording and given the opportunity to review, correct and/or withdraw material.
- Their information will be collected and stored appropriately

Participants must follow the Oral History Australia Guidelines of Ethical Practice. For further information ethical practices of oral history see other sources. See Appendix 2 for sample permission form.

## **OTHER SOURCES**

Further information about ethical practice guidelines, copyright, and conditions of use here:

<https://www.oralhistorynsw.org.au/guidelines#:~:text=guidelines,or%20person%20undertaking%20the%20interview.>

Sample conditions of use form:

<https://static1.squarespace.com/static/5a28b78d692ebe8cccef0034/t/5ad03d6288251b6316333442/1523596660553/Conditions+of+use+forms.pdf>

Understanding copyright:

<https://static1.squarespace.com/static/5a28b78d692ebe8cccef0034/t/5eb28a527cc82c67c628563e/1588759124312/Understanding+Copyright.pdf>

For definitive legal opinion, especially on copyright law, please consult a solicitor or contact the Australian Copyright Council: <http://www.copyright.org.au>