

# Terms of Reference Statement for Website Uploads

## SAHO – HSRC “Student Movement Uploads”

### Who we are

The Human Sciences Research Council (HSRC) is a statutory research agency established by the HSRC Act, No. 17 of 2008. It is the largest dedicated research institute in the social sciences and humanities on the African continent. South African History Online (SAHO) is an educational resource; it was established in 2000 as a non-partisan people's history project concerned with the presentation of a critical, open access, and democratic history of South Africa. SAHO is registered as a non-profit Section 21 organisation (037-117 NPO).

The upload feature on the SAHO website is part of a joint archiving project of the HSRC and SAHO. It is part of SAHO's efforts to continuously archive artefacts (photos, videos, and other digital documents) for its collection on student protests in democratic South Africa and the HSRC's research project on the “New SA Student Movement: From RhodesMustFall to FeesMustFall”. The archiving project is funded by The Andrew W Mellon Foundation.

### What we are doing

We are collecting digital artefacts from the public that relate to the student protests of 2015/16 (e.g. #FeesMustFall). The archive will be used for current and future research purposes, including the HSRC research projects on the 2015/16 student movement.

### Your participation and consent

We are asking you to upload any photos, video-clips, audio records and other digital materials (e.g. pamphlets, tweets, screengrabs, social media posts, and other documents) which you have generated yourself to share with us and the public through this archive.

Participation here means to upload your digital materials and tag and caption them by adding information that helps us to identify what protest event, campaign, campus, etc., this upload refers to. **Your participation is voluntary** and you are not being forced to take part in this in any way. The choice of whether to participate or not is yours alone. By uploading your material you agree to participate as a contributor to this archive.

I have read the Terms of Reference and I am aware that my upload will become available publicly. I understand the potential risks of uploading such as self-incrimination or stigmatisation. \*  yes  no

By ticking the box “I have read the Terms of Reference” you give explicit consent to participate and to accept the terms of reference and related information, outlined in this

### Ownership and copyright transfer to Creative Commons

By uploading your materials you - as the presumed creator of the uploaded content - agree to transfer your copyright to open access for this upload ([Creative Commons License](#)). Under a (cc) Creative Commons license, you as the creator or licensor of the content/upload, retain copyright while allowing others to copy, distribute, and make some uses of your material. This means that your upload will become available publicly for use free-of-charge for others, but they may not use it ‘commercially’.

I am the owner of the copyright of this upload. \*  yes  no

If you tick “No” that you are **NOT** the owner of the copyright, we will archive your submission as “copyright unknown” and future users will need to take reasonable steps to find the copyright owners before using the upload.

I transfer copyright to open access for this upload ([Creative Commons License](#)) \*  yes  no

If you tick “No” that you do NOT transfer copyright to open access for this upload, then we will archive your submission under your name and future users will need to take reasonable steps to find you, as the copyright owner to seek permission to use, before using the upload. If you do not leave your name, we will archive it as “copyright unknown”. However, even if you tick “No” that you do NOT transfer copyright to open access for this upload, SAHO and the HSRC will still have right to use your upload free of charge, but will acknowledge your copyright.

### Confidentiality and anonymity

You have the option to remain confidential as the person who generated this content and uploaded it. You can do so simply by not adding any personally identifiable information as part of you tagging and captioning your uploads –not to add your name and email.

<b>Your email</b> <input type="text" value="email address"/>	<b>Your name</b> <input type="text" value="name"/>
---	---

Alternatively you can also tick the ‘confidential’ box in the upload form.

I want to remain anonymous <input type="radio"/> yes
--

If you tick “Yes” in the ‘anonymous’ box, it means that we will remove any information (e.g. tagging or captioning) that links the upload to you as the person who created the upload. That means, we will anonymise the upload. However, we may not be able to anonymise whatever persons are depicted or represented in an upload (e.g. we will not be able to distort a face to make it unrecognisable on a picture of a person that you upload). In the public records, the upload will be assigned Creative Commons license and creator/copyright holder will be indicated as “unknown”.

Please note: Although confidentiality is offered in the upload feature, it cannot be guaranteed. This means that although the HSRC/SAHO team will adhere to confidentiality and ensure anonymity of the uploads if you choose so, the team cannot guarantee that someone who views or downloads your upload will not be able to identify an upload as yours. We therefore advise you, that if you want your participation to be confidential, not to disclose information that other people will be able to associate with yourself, and not to upload things that may identify you personally or even worse, stigmatise or incriminate you.

### Sensitive content, risks and indemnity

Please be aware that when you upload any material, you may **incriminate** yourself (or other persons), open yourself (or others) up to civil action and/or disciplinary action from an institution and/or suspension or expulsion from studies (in the case of a registered student). You may also suffer **stigmatisation**. Unfortunately, we cannot guarantee that you may not suffer incrimination or stigmatisation from participating.

Does this upload have sensitive content (potentially stigmatising or incriminating) and must it be checked before making it publicly available? * <input type="radio"/> yes <input type="radio"/> no
--

If you tick the box “Yes” that “this upload has sensitive content” we will take care to check your upload before making them publicly available. In such a case we may decide to not make it publicly available and/or to make you as the creator/copyright holder is indicated as “unknown” (to anonymise it). However, we cannot guarantee that this process will ensure that no content that is potentially incriminating or stigmatising becomes publicly available through this upload.

We will try to check all uploads before sharing them. In the case of material that we consider as potentially problematic, e.g. material from which you or other persons would be personally identifiable in a potentially incriminating act, we will remove them from the public record and preserve and store them with the HSRC RMC. There will only be limited access to such materials. Only researchers who want to study student politics in the future will be allowed to access such records. They will need prior approval for this and ethics clearance (so as to ensure that they maintain the confidentiality of the uploader) and will only be able to access them on the HSRC premises. The HSRC will therefore not make them open access available and in order to secure them adequately, the HSRC may claim the copyrights to these materials.

Please note: The HSRC, SAHO, or any of the persons involved in this project cannot be held responsible for any consequences arising from your uploads.

### **Benefits**

There are **no immediate benefits** to you from participating. However, by uploading your materials you contribute to a public archive on the student movement that may inform the public, historians and other researchers' understanding of the student movement and its significance for decades to come.

### **Who to contact about this**

If you have concerns or questions about the archiving project you may contact the project co-leaders during their office hours (9:00 – 16:00, Monday to Friday) at:

- Prof Thierry Luescher (HSRC), Office number: +27 21 466 7994 or email: [tluescher@hsrc.ac.za](mailto:tluescher@hsrc.ac.za)
- Dr Omar Basha (SAHO), Office number: +27 21 447 4365 or +27 21 447 3434 , or contact [omar@sahistory.org.za](mailto:omar@sahistory.org.za)

You may also contact the person responsible for working directly with the website and uploads:

- Mr Nkululeko Makhubu ( HSRC). His contact numbers are +27 21 466 8000 or +27 71 324 3741 and email: [nmakhubu@hsrc.ac.za](mailto:nmakhubu@hsrc.ac.za)
- Mr Leander Gaum (SAHO), Contact details: +27 0 21 447 4365 and email: [leander@sahistory.org.za](mailto:leander@sahistory.org.za)

The HSRC Research Methodology and Data Centre (HSRC RMC) is the research data preservation and sharing centre of the HSRC. If you like any further information from them, please contact:

- Dr Lucia Lötter (HSRC), Telephone: +27 (0) 12 302 2110, E-mail: [lloetter@hsrc.ac.za](mailto:lloetter@hsrc.ac.za)

Thank you!