



Guidance notes for submitting your work to the Heritage Eastbourne Archive

We want your help to record the COVID-19 pandemic. These notes are designed to support you to document this extraordinary time and transfer your work to the Heritage Eastbourne Archive.

How to record your experience

We are looking for responses recording your daily life. This could be:

- A written diary
- A video diary or vlog post documenting a typical day
- A photo diary containing photos with captions taken throughout a typical day
- Photographs taken on your daily exercise outside your home that illustrate any changes since the lockdown began
- Other creative responses such as drawings or writing other than diaries

Please get in touch before submitting sound or movie files. These writings or drawings can be in any style and there is no prescribed length. No emphasis is placed on spelling or grammar and there are no age limits. Please don't feel limited by ideas of quality or be concerned with 'doing it right.'

We also welcome reflections in hard copy but ask that you don't send them until it is safe to do so.

Your identity

The Heritage Eastbourne Archive is publicly accessible. It is based at the Town Hall and is used by researchers of all kinds. Please be mindful of this while writing and protect your identity. You can write anonymously, but please make sure that we have your details so that we can contact you if needed. Please use initials instead of real names.

Your copyright

We ask that you assign the copyright of this work with the Heritage Eastbourne Archive so that we can enable your writing to be used for teaching, research, in the media and community engagement. We are happy to discuss this with you if you would prefer to retain your copyright

Statement

If you are happy with the advice offered in this guidance we welcome your reflections and ask you to please include the following statement in your work:
I donate my COVID-19 reflections to the Heritage Eastbourne Archive. I consent to it being made publicly available as part of the Archive and assign my copyright in this work to Heritage Eastbourne so that it can be reproduced in full or in part on websites, in publications and in broadcasts as approved by Heritage Eastbourne. I agree to Heritage Eastbourne assuming the role of Data Controller and will be responsible for the collection and processing of personal data and ensuring that such data complies with the DPA.

Where to send your documents

When you have finished your responses, you can email it to localhistory@lewes-eastbourne.gov.uk or post them to
Heritage Eastbourne
Town Hall
Grove Road
Eastbourne
BN21 4UG

If you post your responses, please post them when it safe to do so.

Please let us know if you have any questions.