



GUIDANCE ON THE USE OF AUDIO/VIDEO RECORDING AND PHOTOGRAPHY POLICY

PURPOSE

This policy established guidelines for confidentiality of human subjects in audio / video recordings and photographs research.

STATEMENT OF POLICY

Using audio / video recordings and photographs in research may make it difficult to maintain the confidentiality of human subjects. Therefore, certain precautions must be taken, whether the project is reviewed through Exempt, Expedited or Full review procedures.

Expedited or full review for audio / video recordings and photographs in human subjects research exempt precautions include:

- Research participants must be advised that their participation includes the use of audio / video recording or photography. Permission for being recorded or photographed will normally be included in the consent form. If consent forms are not used, the elements of informed consent must still be presented to the subjects.
- Before consenting to being recorded or photographed, subjects should be informed of: the planned use of the materials, including storage, transcription, and access by persons other than the research team, or whether the participants' responses or images will be attributed to them.
- Subjects must also be advised when the recordings / photographs will be erased or destroyed.
- The investigator must make proper arrangements for secure storage of all audio / video recordings or photographs and assure that their use complies with the procedures outlined in the informed consent form.
- The members of the research team may not use the recordings or photographs for purposes other than those specified in the consenting process, unless additional consent is secured prior to any additional use. Participants or their legal authorized representative must sign a release form before the photographs or recordings are used in advertisements, publications, or other media.

POLICY TYPE: ACADEMIC AFFAIRS