

## **Appendix I: RECORDING – VIDEO, AUDIO, STILL IMAGE, DIGITAL**

Recording an individual's voice and/or image creates unique handling and storage issues, particularly if the content may be considered sensitive. Subjects must be informed ahead of time that such recording will occur. Subjects must also be provided with information about the storage, confidentiality, and future use of the resulting tape. Only what is necessary for the purpose of the study should be recorded.

If a research protocol involves the recording of research subjects, complete the questions listed below:

- 1. What type of recording will be utilized?**
- 2. What identifiers will be recorded, e.g., partial facial features, full facial features, subject's name?**
- 3. Is the recording necessary for participation in the research? If so, why?**
- 4. What additional risks to the subject may arise from the recording?**
- 5. Who will have access to the recording(s)?**
- 6. Will the recordings be transcribed? If so, provide details as to how the transcriptionists will gain access to the recordings. If the transcriptionists have access to identifiable data, they will need to be CITI trained and be listed on the protocol. Will the transcriptionists keep a copy of the data?**
- 7. How will the recording(s) be used, e.g. educational or commercial purposes, analysis by the research team, future unspecified use? Please note that any public use of the recordings requires separate, explicit consent for such use.**
- 8. What mechanisms in place to protect the confidentiality of the person(s) being recorded?**
- 9. Will the recording(s) be kept indefinitely? If not, provide a clear indication of when and how they will be destroyed.**
- 10. Will the subjects receive any compensation for allowing themselves to be taped? If so, describe the amount and the method of compensation.**

Additional Informed Consent Requirements: In addition to the standard elements of informed consent, consent forms for projects involving recordings must make specific mention of the elements included above.

- If the recording is an optional procedure, the subject must have the choice of participating in the recording. The consent for this is separate and distinct from consent to participate in the project, therefore separate signature and date lines are required.
- If the recording is an integral part of the research and not an optional procedure, a separate informed consent document is not required. However, documentation of the considerations listed above must be still be included within the body of the informed consent document, as well as any additional risks that may arise due to the recording.