

EASHW TIPS – PHOTO/AUDIO/VIDEO RECORDINGS DURING RESEARCH

Do not make or use recordings of people without their explicit consent.

12. RECORDINGS: ARE PHOTOGRAPHS/AUDIO/VIDEO RECORDINGS OF INDIVIDUALS MADE OR COLLECTED AND STORED DURING AND/OR AFTER THE DATA ANALYSIS?

Recordings (photo/audio/video) **make participants recognizable**, including audio recordings: each voice is unique. Therefore, from an ethical point of view, we consider the collection and preservation of recordings to be more ethically risky. Please note, according to the EASHW committee, there is **only an increased ethical risk if recordings are retained during and/or after data analysis**. If all recordings are all deleted after transcription and before the start of the data analysis, then you can answer "NO" to question 12. If you use the recordings during the analyses and are possibly saved for later (re)use, then you answer "yes" here.

Think not only of the use of recordings made by the researchers, but also of recordings that participants provide themselves (e.g. in photovoice research). If you ask participants to provide photo/audio/video recordings and if people are present on those recordings, you will also answer "YES" here.

Here we go over some important aspects when making or using recordings.

AUDIO/VIDEO/PHOTO RECORDING PERMISSION

When making recordings, the GDPR / AVG legislation is in force and must be complied with. You must provide separate permission for recordings and possible (re)use of recordings in the consent forms. If in doubt, please contact the Privacy Commission (privacy@uantwerpen).

- Consent requires the name/signature of the participant (cfr. GDPR)
- You request **separate and explicit permission** for audio/video/photo recordings.
 - To do this, use a separate consent option in the consent form. For example, participants can still agree to participate in your study, but not consent to the audio/video/photo recordings.
- You request **additional separate and explicit permission** for the possible sharing of audio/video/photo recordings.
 - You must explicitly state with whom recordings will be shared.
- You request **additional separate and explicit permission** for any later (re)use of audio/video/photo recordings.
 - You must explicitly state for which purposes the recordings can be (re)used.
 - You must explicitly state who will have access to these recordings.
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PRESERVATION OF AUDIO/VIDEO/PHOTO RECORDINGS

- You always store recordings in **encrypted files on secure servers**.
- Please **keep recordings separate** from other data if possible.
- **Inform participants** about where and for how long recordings will be stored and who will have access to these files.

CONFIDENTIALITY IN AUDIO/VIDEO/PHOTO RECORDINGS

- Confidentiality is required with any form of recording.

- In scientific research, confidentiality means that data in which individuals are recognizable **are only accessible to the persons (researchers) who are authorized to do so** (for whom you obtain permission from the people portrayed). Confidentiality also means that you do not simply make personal data and or any other form of data available to others without your participants having been informed about this and having actively consented to this.
- So don't just share recordings: only if you have the explicit permission of the person portrayed.
- Remember to have students or external stakeholders sign a **confidentiality statement** . You add these documents to your EASHW application.

INDIRECT PARTIES INVOLVED IN AUDIO/VIDEO/PHOTO RECORDINGS

- Recordings sometimes indirectly involve other people.
 - Think of bystanders in photo/video recordings or people who are recognizable during audio recordings.
 - Think of the use of photo-voice techniques where participants take photos and/or participate to discuss during the research.
- Avoid indirect involvement of individuals whenever possible. Ask participants not to report names or other identity information of people they are talking to. Shoot in rooms where no people other than the participants are present.
- If people are indirectly involved in recordings; inform them about the study if possible and give them the right to agree or not to their indirect involvement.

AUDIO/VIDEO/PHOTO RECORDINGS IN PUBLIC SPACES

- Recordings of people in public areas are permitted, but must be made known.
- Announce recordings in public spaces, preferably in advance. Do this especially when the images themselves are not very visible.
- If you are making recordings in the public space and someone indicates that they do not want to be recognizable, you stop the recording and remove material in which this person is recognizable.
- Recordings may only be used for scientific purposes and may not simply be redistributed (not even during presentations).
- Not everyone wants to be recognizable, even in a public space: respect this.