

**Recording or Photographing Participants during Your Research?**

If you will be recording audio or video or obtaining photographic images of participants during your research, the following information must be included in your Informed Consent form:

A description of 1) the reason why recordings/photographs are necessary and how they will be used; 2) where recordings/photographs will be stored; 3) how long recordings/photographs will be kept; and 4) the date when recordings/photographs will be destroyed.

This information is required whether you are recording/taking photographs during research activities that occur online (e.g., via Zoom videoconferencing) or in person.

Example:

**Use of Recordings during the Research**

“I understand that the interview that will be conducted during this study will be recorded by the researcher using the audio and video recording capabilities available in the Zoom videoconferencing platform. These recordings are necessary because the interviews must be transcribed so that researchers can analyze the information provided during the interview. Recordings created during the study will be stored on the password-protected computer of the researcher in an encrypted file format. I understand that additional copies of the recordings may be saved by Zoom on the company’s servers, beyond the control of the researchers. Recordings stored by the researcher will be kept for [TIME PERIOD] and destroyed no later than [DATE].”

You must also add the following elements to your consent form, prior to the contact information and questions section:

**Audio Recording of Study Activities**

Audio recordings of interviews may be generated during the study to help researchers ensure accuracy when transcribing your responses. You have the right to refuse to be recorded. Please indicate your preference below:

I consent to audio recording:            YES \_\_\_\_\_            NO \_\_\_\_\_

**Video Recording of Study Activities**

Video recordings of interviews may be generated during the study to help researchers detect non-verbal communication relevant to the study (e.g., nodding, gestures, facial expressions). You have the right to refuse to be recorded. Please indicate your preference below:

I consent to video recording:            YES \_\_\_\_\_            NO \_\_\_\_\_

**Photography during Study Activities**

Photographs of study participants may be taken as part of the research. You have the right to refuse to be photographed. Please indicate your preference below:

I consent to being photographed during the research:            YES \_\_\_\_\_            NO \_\_\_\_\_