

Audio, Photographic and Video Recording Participants

If recordings (video, audio or photographic) of participants are to form part of data collection the research proposal and the participant information statement and consent form must detail how this will occur.

The sections of the application relevant to the research methodology, privacy, data storage, confidentiality and the participant information statement must outline:

- what will be recorded and how (e.g. a digital photo of the participant's face, an audio/video recording of an interview, or video recording of a teacher delivering a lesson);
- what the alternatives are for participants that choose not be recorded;
- whether the recordings will be transcribed and who will be responsible for transcription;
- whether transcriptions will be verified with the participant and if not why;
- how identifiers will be removed from recordings; ([National Statement 3.1.41, b, 3.1.42](#))
- how the recording will be analysed;
- the period the recording will be retained for; and
- who will have access to the identifiable and non-identifiable versions of the recordings?

Transcription of Recordings

- If recordings will be transcribed by a person who is not a listed investigator on the application (such as a professional transcription service or a research assistant) they must be asked to sign a [confidentiality agreement](#) before being provided with access to recordings.
- If a person external to the research team will transcribe recordings the participants must be told within the participant information statement that this will occur, and that the person will be asked to sign a confidentiality agreement. In line with the [UNSW procedure for handling research data and material](#) all recordings (video, audio or photographic) are considered source data and must be retained following transcription, unless a justification for its deletion is provided. ([National Statement 3.3.10, h](#))

Focus Group or Classroom Recordings

- If participants decide that they do not want to be video recorded during classroom sessions, they must be provided with an alternative (such as not being in the line of sight of the video camera)
- If participants decide that they do not want to be audio recorded during focus group settings, they must be provided with an alternative (such as the researcher turning off the recording device and not taking written notes during the participants discussion points).

Transferring and Backing up recordings while completing fieldwork

- The research team must outline in the privacy sections of the application how recordings will be stored securely while in the field. The researcher should commit to transferring interviews or focus group recordings immediately after the data collection (or as soon as practicable) onto an appropriate [UNSW supported platform](#).

Participant Information Statement and Consent Form Information about transcription

- Section 5: If a person external to the research team will transcribe recordings the participants must be told within the participant information statement that this will occur, and that the person will be asked to sign a confidentiality agreement. In line with the [UNSW procedure for handling research data and material](#) all recordings (video, audio or photographic) are considered source data and must be retained following transcription, unless a justification for its deletion is provided. ([National Statement 3.3.10, h](#))
- Consent Form: A check box for participants to indicate their permission to be recorded should be included within the consent form.