**Studies with Audio and Video Recordings – Tip Sheet**

Audio and video recordings are considered identifiable information and make it more difficult to protect the identity of participants in a research study. Therefore, precautions must be taken to ensure that participant confidentiality is protected, regardless of the level of IRB review (exempt, expedited, full board).

The HRPP office requires that the researcher specify in the consent form and study application a definitive time frame for when the recordings will be destroyed. By holding the recordings indefinitely, you are increasing the potential risk to study participants of being identified However, if you can provide a rationale for keeping recordings indefinitely, and if participants agree to it in the consent, the IRB may allow for indefinite storage of audio or video recordings.

**Informed Consent:**

The following information must be included in the confidentiality section of your informed consent when collecting audio or video recordings:

* The software or device used to record data (e.g. Zoom or a physical recorder)
* Who will transcribe the data (i.e. transcription service, artificial intelligence transcription program, or individual person)
* Where the recordings will be stored (e.g. recommend using UTK OneDrive)
* Whether contact information and identifiable information will be removed from transcripts
* Whether you will use their transcripts for future research
* How long the recordings will be stored before being destroyed

**Application:**

In addition to including the information provided on the informed consent, the privacy and confidentiality section of the application must contain the following:

* Whether recordings will be audio recorded, video recorded, or both
* How data will be provided to and from the company, person, or software transcribing the recording
* Where physical devices containing recordings will be stored (e.g. laptops stored in a locked filing cabinet)
* A rationale for maintaining identifiable data, if you wish to do so

**Archiving Recordings,** The HRPP recognizes the value of archiving recordings for future research; therefore, if an investigator plans to archive their recordings the HRPP requires the following:

* The application provides justification for archiving the recordings indefinitely
* The informed consent must contain the following:
  + A statement indicating how the data will be stored and for how long
  + A statement indicating who owns the data (i.e. funder, archives, institution, etc.)
  + A statement indicating who will have access to the data
  + A statement that the recording is identifiable
  + A section where participants can indicate if they want their recordings to be destroyed and only used for this research OR if they give permission for the recording to be archived

All applications proposing to archive recordings must get written documentation of consent from the participant.

If you have further questions about audio and video recordings please contact the UTK HRPP at (865) 974-7697 or email us at [utkirb@utk.edu](mailto:utkirb@utk.edu)