

**Western Carolina University  
Office of Research Administration  
Institutional Review Board Standard Operating Procedures**

<b>SOP# 213.1</b>	<b>TITLE: Multimedia Recording of Human Subjects</b>	<b>Date Effective: 03/01/2013 Last Revision Date: 01/24/2022</b>
-------------------	--	--

## **I. Purpose**

Recording the voice and/or image of research participants is a valid data collection method. Using multimedia tools to record the image and/or voice of an individual creates a record that requires careful handling and storage, particularly if the content may be considered sensitive.

## **II. Scope**

This procedure applies to all research using audio, video, or photographic recordings, conducted under the authority of the WCU Institutional Review Board, regardless of funding source.

## **III. Definitions**

Multimedia: Includes audio and/or visual recording of human subjects, as well as photographic images of human subjects.

## **IV. Multimedia recording of human subjects**

The dignity of human subjects must be respected, therefore only what is necessary for the purpose of the study should be recorded.

Research subjects must be informed prospectively that such recording will occur, and be provided with information about the purposes, procedures, storage, confidentiality, security, and future use of the resulting media. The following considerations shall be outlined in the IRB submission as well as in the consent form:

- a. The type of multimedia that will be utilized (e.g. handheld recording device, Zoom, photographs);
- b. Specific identifiers that will be recorded (e.g. partial/full facial features, subject's name or voice);
- c. The purpose of the recording and how it relates to the achievement of the study objectives;
- d. A clear description of where the recording will be stored, durations of storage, and when/how they will be destroyed, or that recording will be kept indefinitely;
- e. A clear description of individuals who will have access to the recording;
- f. Any future use(s) of the recording.

## **V. Storage and Future Use Considerations**

The rights of a participant do not expire at the close of a research project. It must be specified in the application and consent form if multimedia is stored in a way that will enable others to use it in additional, unrelated research projects. Additionally, archiving the media in a manner that enables access to be controlled by other individuals, libraries, or collections, requires specificity of qualifications of the multimedia guardians, and procedures to follow to protect the confidentiality of the participants when other researchers request access.

## **VI. Responsibilities**

Principal Investigators

**VII. References**

45 CFR § 46.111

N.C. Gen. Stat. § 15A-287

University Policy 56 – Ethics in Research

University Policy 131 – Research Involving Human Subjects