*>University / school / institute<*

*>University logo<*

*>Name of project leader<*

Contact for any queries:

*>Name of contact, e.g. project team member <*

Phone: >Contact’s phone number<

**Consent Form for Image and Sound Recordings**

***>University / school / institute<***

**Title of the study: *>Title<***

I (name of participant in block capitals)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

have been informed >*orally / in writing<* by Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that >*video/image/sound recordings*< will be made as part of the study.

The purpose of the recordings is >*etc.*<.

I may be recognisable from the >*video/image/sound recordings*< made of me.

***The “complete anonymisation” option***

*The >video/image/sound recordings< will be completely anonymised by >the date specified in the request<. This will be done as follows: >Describe the procedure used to make the recordings completely anonymous, e.g. pixelation and/or voice distortion<. After the complete anonymisation, it will no longer be possible for anyone to recognise me in the recordings.*

*Until the data is fully anonymised, there is a very low probability that any person involved in the analysis of the data will recognise me. For this reason, all persons involved in the analysis are bound by absolute confidentiality and may not under any circumstances disclose confidential information to any third party.*

*These >video/image/sound recordings< will be made and analysed >using a personal code word that I have created and that only I know / under a pseudonym, i.e. using a number without mentioning my name. There is a printout of a code list that can be used to link my name to the number<. As I may be identified until the recordings made of me have been completely anonymised, I have the right to have these recordings deleted at any time without incurring any disadvantages. To do this, >I specify my personal code word / the code list will be kept until the recordings have been deleted<.*

*The non-anonymised >video/image/sound recordings< will be stored >in a locked cabinet / on a password-protected computer that is disconnected from the internet / etc.< and deleted after anonymisation after no more than >n< years. Once the data has been completely anonymised, the recordings made of me can no longer be deleted.*

*I consent to the further use of my fully anonymised recordings for research purposes. >To this end, they will be retained for a maximum of n years after data analysis or a maximum of n years after publication of a paper on this study. / To this end, the data will be made publicly accessible via an internet database > if already known: name of online repository<. < I also agree that the fully anonymised recordings may be played for demonstration purposes in academic teaching or at scientific conferences.<*

***The “non-complete anonymisation” option***

*>Video/image/sound recordings< can only be completely anonymised with great effort. This anonymisation cannot be guaranteed in the context of this study. As a result, there is a very low probability that any person involved in the data analysis will recognise me in the recordings made of me. For this reason, all persons involved in the analysis are bound by absolute confidentiality and may not under any circumstances disclose confidential information to any third party.*

*These >video/image/sound recordings< will be made and analysed >using a personal code word that I have created and that only I know / under a pseudonym, i.e. using a number without mentioning my name. There is a printout of a code list that can be used to link my name to the number<.*

*As I may be identified in the recordings made of me, I have the right to have these recordings deleted at any time without incurring any disadvantages. To do this, >I specify my personal code word / the code list will be kept until the recordings have been deleted<.*

*The >video/image/sound recordings< will be stored >in a locked cabinet / on a password-protected computer that is disconnected from the internet / etc.< and deleted after the analysis of the data at the latest by >the date specified in the request<.*

*Option A: Use for study-related purposes only:*

*The >video/image/sound recordings< will not be used for any research purposes other than those described above. They will be kept confidential and will not be disclosed to the public. They will not be shown for demonstration purposes in academic teaching and will not be played at scientific conferences.*

*Option B: Use beyond the study:*

*I consent to the further use of the not fully anonymised recordings for research purposes. To this end, my data will be retained for a maximum of >n< years after data analysis or a maximum of >n< years after publication of a paper on this study. I also agree that the fully anonymised recordings may be played for demonstration purposes in academic teaching or at scientific conferences.*

The declaration of consent for the >*video/image/sound recording*< is voluntary. I can withdraw this declaration at any time. In the event of refusal or withdrawal, I will not incur any costs or suffer any other disadvantages; participation in the study is >*nevertheless / then however not*< possible.

I have had sufficient time to make a decision and hereby consent to a >*video/image/sound recording*< being made of me.

I have received a copy of this Consent Form.

Place, date & signature of participant: Name of participant in block capitals:

 

Place, date & signature Name of project leader / project staff member
of project leader / project staff member in block capitals

 

If I have any questions or concerns, I can contact the following people:

|  |
| --- |
| Contact:*>Name<**>Role, e.g. project leader, project team member<**>Address<**>Phone number<**>Email address<* |