

Considerations for consent forms when using video conferencing platforms for individual interviews

Methods/Procedures

- *Identify the online video conferencing platform you will use to conduct the data collection, e.g., Zoom, and include a link to the platform's privacy policy. If there isn't a web document with a clear and easily understood description of users' privacy, to which you can link, provide a brief lay-friendly summary of how the platform will handle participants' information. (Note: USask plans to discontinue Webex in Spring of 2022).*
- *If the data collection is being recorded, include a statement advising participants whether the recording will capture audio and/or video and whether there is an option if the participants would like to participate by phone.*
- *If the data collection is being recorded, include a statement to indicate that participants may request that the recorder be turned off at any time without giving a reason.*
- *If the data collection will include video-recording, include a statement advising the participants that they can choose not to be video recorded by turning off their device's camera.*
- *Identify who will transcribe any recordings of the interview and state that they will sign a confidentiality agreement, if a third party.*

Privacy/Confidentiality/Anonymity

- *Include a statement noting the inherent risks associated with the use of any online videoconferencing platforms, e.g., Please note that although we will make every effort to safeguard your data, we cannot guarantee the privacy of your data, due to the technical vulnerabilities inherent to all online video conferencing platforms.*
- *Include a statement that participants agree not to make any unauthorized recordings of the content of a meeting / data collection session.*
- *Include a confirmation that you will conduct the videoconference in a private area of your home or office that will not be accessible by individuals outside of the research team during the data collection. Please also include a recommendation that the participants do likewise.*

Storage of Data

- *Include the location of the videoconferencing platform's servers and whether data will be stored in Canada, e.g., Zoom servers are located in Canada and no data will be transmitted through, or stored on, any servers outside Canada.*