



## BACCN photography/video/voice recording consent form

**This consent form shall be used for every person who is visible and/or audio-recorded on any submitted pictures, video, and voice recordings to be used as part of BACCN Conference including patients, family members and visitors, health care staff, and others.**

Before completing, please refer to local guidance re Mental Capacity.

Pictures, video, and voice recordings play a key role in the education of clinical staff and benefit future patients.

If you do not fully understand any part of this form, please ask.

If in future, you wish to withdraw your consent you have the right to do so at any time by writing to the BACCN, however, when consent is given for open publication, full recovery of the image may not be possible.

Your choice of consent level, or refusal to give consent will not affect your healthcare treatment in any way.

In case you are located outside the United Kingdom and/or a National Institute for Health Trust, please refer to your local and national policies.

### **How the footage/images will be used:**

The footage/images obtained may be used at any time within the next five years by BACCN for promotional purposes about the specific event/activity you have taken part in. This will include use on our website, on social media and within printed publications/materials.

I understand and agree to the footage/images being used as described above (please tick)

The footage/images obtained may be used at any time within the next five years by the BACCN for general promotional purposes. This will include use on our website, on social media, within presentation and exhibition publications/materials.

I understand and agree to the footage/images being used as described above (please tick)

### **How the footage/images will be stored by the BACCN:**

I understand the BACCN will keep all its images in accordance with data protection law and archive the images that have not been used after five years. I also understand that the still / moving images / audio used for publicity or marketing purposes are in the public domain and therefore could potentially be reproduced, altered, or re-used by anyone in the world outside of the BACCN's control.

I understand and agree to how the footage/images will be stored (please tick)

### **Your right to withdraw consent:**

You have the right to withdraw your consent and/or request that the footage/image is removed from our image library at any time. You can do this by contacting us on: [support@baccn.org](mailto:support@baccn.org).

I understand I have the right to withdraw my consent and I know how to do this (please tick)

**Other media groups:**

If there is a media group present (e.g The Herald, BBC Spotlight etc.), the footage/images obtained by this media group may be televised, used in print, online and / or on social media by that media group.

I understand and agree to the footage/images being used as described above (please tick)

**Consent**

I am completing this form to confirm that I have read through this carefully and I give my consent to take part in the filming/photography and for the BACCN to store the footage/images. (please tick relevant option)

As the patient being recorded:

As the parent/guardian/ next of kin of the patient being recorded:

As a visitor/guest being recorded:

**To be completed by or on behalf of patient:**

Patient Name:.....

Hospital/NHS Number:.....

Address:.....

Department/ward:.....

Signature:..... Date:.....

Email address:.....

(if electronic copy of photo is requested)

**To be completed by the parent/guardian/next of kin of the patient or visitor/guest (if applicable):**

Full Name:.....

Address:.....

Signature:..... Date:.....

Email address:.....

(if electronic copy of photo is requested)

**To be filled out by requester**

I confirm that I have explained the purpose of photographs/video/voice recording and discussed their use in clinical education and publication.

Full Name:.....

Job title:.....

Speciality:.....

Signature:..... Date:.....

Photographs/video/voice recording taken by:

Full Name:.....

Original files will be in (state file format):.....

## **ADVICE TO STAFF: CLINICAL PHOTOGRAPHY AND CONVENTIONAL OR DIGITAL RECORDINGS**

1. Photographic, video and voice recordings made for clinical purposes form part of patient's record. Although consent to certain recordings, such as X-rays, is implicit in the patient's consent to the procedure, health professionals should always ensure that they make clear in advance if any photographic or video recording will result from that procedure.
2. Photographic and video and voice recordings which are made for treating or assessing a patient must not be used for any purpose other than the patient's care or the audit of that care, without the express consent of the patient or a person with parental responsibility for the patient. The one exception to this principle is set out in paragraph 3 below. If you wish to use such a recording for education, publication, or research purposes, you must seek consent in writing, ensuring that the person giving consent is fully aware of the possible uses of the material. In particular, the person must be made aware that you may not be able to control future use of the material once it has been placed in the public domain. If a child is not willing for a recording to be used, you must not use it, even if a person with parental responsibility consents.
3. Photographic, video and voice recordings, made for treating or assessing a patient and from which there is no possibility that the patient might be recognised, may be used within the clinical setting for education or research purposes without express consent from the patient if this policy is well publicised. However, express consent must be sought for any form of publication.
4. If you wish to make a photographic or video recording of a patient specifically for education, publication, or research purposes, you must first seek their written consent (or where appropriate that of a person with parental responsibility) to make the recording, and then seek their consent to use it. Patients must know that they are free to stop the recording at any time and that they are entitled to view it if they wish, before deciding whether to give consent to its use. If the patient decides that they are not happy for any recording to be used, it must be destroyed. As with recordings made with therapeutic intent, patients must receive full information on the possible future uses of the recording, including the fact that it may not be possible to withdraw it once it is in the public domain.
5. The situation may sometimes arise where you wish to make a recording specifically for education, publication, or research purposes, but the patient is temporarily unable to give or withhold consent because, for example, they are unconscious. In such cases you may make such a recording, but you must seek consent as soon as the patient regains capacity. You must not use the recording until you have received consent for its use, and if the patient does not consent to any form of use, then the recording must be destroyed.
6. If the patient is likely to be permanently unable to give or withhold consent for a recording to be made, you should seek the agreement of some-one close to the patient. You must not make any use of the recording which might be against the interests of the patient. You should also not make, or use, any such recording if the purpose of the recording could equally well be met by recording patients who are able to give or withhold consent.

### **List of Do's and Don'ts for staff information**

#### **DO:**

- Disguise identity of patient unless necessary even when consent to use has been obtained
- Use standard consent forms
- File a copy of the written consent in patient notes
- Erase images from the memory of digital cameras or other storage media after use

#### **DO NOT:**

- Take photographs on verbal consent when the images are for teaching/research/publication purposes
- Transport identifiable images outside a secure environment
- Think small black boxes over the patient's eyes are sufficient to disguise identity