



**GUIDELINES FOR ETHICAL PRACTICES CONCERNING PHOTOGRAPHS**

**For participants of the study: “Clinical education in times of Covid-19: an international photo-elicitation study”**

Through these guidelines we encourage you to seek for permission/consent to take photographs of people and/or private locations for the purposes of this study or, if the photographs have already been produced, to seek for permission/consent to the photographs to be included in this study.

CHALLENGE	STRATEGY	
	Already existing Photographs	Creating New Photographs
<b>How to obtain verbal permission</b>	You must contact all identifiable people in the photographs, explain the purpose of the photographs intended to be used; and seek for their permission for them to be included in the study.	You must introduce yourself and explain the purpose of the photographs intended to be taken, and the way it will be used; and seek for their permission for them to be included in the study.
<b>What to do for verbal permission in private locations (e.g., organisations, workplaces)</b>	Participants must contact the relevant authority of the identifiable institution/s in the photographs, explain the purpose of the photographs intended to be used; and seek for their permission for them to be included in the study.	Participants must introduce themselves to the relevant authority of the institution/s and explain the purpose of the photographs intended to be taken, and the way it will be used; and seek for their permission for them to be included in the study.
<b>When to seek verbal permission?</b>	Ask for permission from individuals who have been photographed at close range and are therefore, identifiable and the main subject of the photograph.	Ask for permission before photographing individuals when they will be photographed at close range and will be therefore, identifiable and the main subject of the photograph.
<b>When it is not necessary to obtain verbal permission?</b>	1. When photographs were/will be taken of groups of five or more people in public spaces, where no individual was/will be the main subject of the picture. 2. When a person was incidental to a photograph, i.e., s/he wasn't the main focus of the photograph, and s/he is not identifiable in the picture. 3. When individuals are not identifiable in the photograph.	
<b>Who to talk to for permission to photograph children (people under the age of 16), and/or impaired people?</b>	You must contact parents, guardians or legal representants of all people (e.g., children (people under the age of 16), and/or impaired people) in the photographs, and explain the purpose of the photographs intended to be used; and seek for their permission for them to be included in the study. You must also seek permission for the children/person themselves.	Participants require permission from parents, guardians or legal representants before being photographed and included in this study. You must also seek permission from the children/person themselves.

<b>What to do if anyone asks you to NOT take/include a photograph</b>	You must respect peoples' autonomy.	Participants must respect peoples' autonomy, e.g., their right to refuse to be photographed.
<b>What to do if it is not possible to contact people to obtain verbal permission? to seek for permissions. (E.g., no contact details)</b>	We will de-identify all the photographs by removing any information that might allow the individual/institution to be identified, such as rare or unique characteristics, facial features, and other distinctive physical details: rare visible medical condition, physical marking, or tattoo/s. We will apply a blurring photographic technique to de-identify photographs.	Not applicable

Although the aforementioned is considered in line with universal ethical codes, it is not enough to protect people's right to privacy. Therefore, we will de-identify all photographs you submit, unless someone appearing in your photographs chooses to be identifiable in the photograph. For this, you must seek for written and signed informed consent from these people. Please see document 'CONSENT for people and/or institutions appearing in participant's photograph/s'.

If this is not attainable, we will entirely de-identify the photographs for them to be used for the purposes of this study.

Copyright concerns when taking photographs and/or selecting photos that have been taken at workplace and/or during work hours:

- 1) Be aware of your employer's potential ownership to intellectual property (rights in work products) created by you as their employee during work hours and/or within the involved facilities.
- 2) Employers do not necessarily own materials created by you as an employee. For example, in cases where these are tangential (or unrelated) to your normal duties (e.g., you are not being paid to be a photographer).
- 3) You should only submit those photographs for which you own the copyright.

Approved by the University of Auckland Human Participants Ethics Committee on 5 July 2021 for three years. Reference Number UAHPEC21879.