**Home Environment and Counselling/Sensory Room video and audio recording sessions – the consent procedure explained**

If you are taking part in a Home Environment or Counselling/Sensory Room session that is to be recorded – video and/or audio - you will need to sign a consent form prior to the session.

It is the responsibility of your tutor or the person who is running the session to give you two consent forms to sign prior to the session (one for your records and one for DMU records) and to ensure that only those who have given consent are recorded as part of the session.

A copy of the consent form for you to read, follows this consent explanation information.

The consent form does contain some ‘legalese’ (legal language that can be difficult to understand) - the information below is to help you understand more clearly what you are consenting to and why consent is required.

**Why do we need your written consent?**We feel that it is important to secure consent for recordings to be taken in order to assure participants of the exact nature of their use, in order to safeguard the rights of people appearing in the materials, and exercise high standard of professionalism and ethical practice in relation to people’s rights. Nowadays if someone takes a recording of us we like to know:

* Who they are;
* Why they want to take a recording of us;
* What they intend to do with the recording.

Consent is governed by professional principles:

* Everyone has rights of privacy, which need to be respected;
* People should be permitted to change their mind or retract their consent;

**What is this recording and why are we making it?**The word “recording” refers to taking and storing audio visual materials, and/or digital still images which can be edited to be slightly shorter than the original and may be edited/spliced with other information such as captions.We want to make these digital recordings available as a series of web streaming resources on the DMU VLE system (Blackboard), together with documentation and other outputs from the session. The purpose being to facilitate formative reflection for individual students on their behaviours in certain practice related scenarios. **Who will see the recordings?**These recordings will only be made available to those participating in the session, other learners that are part of your learning group, the teacher, and other academic colleagues. Students are not permitted to recirculate the recordings and teachers will only use them for academic purposes within the DMU VLE (Blackboard), or any other secure space that is only accessible to De Montfort University Staff, persons affiliated with DMU and Students. **Confidentiality and privacy?**We will be unable to anonymise your involvement in this recording (such as blurring your image or muting your voice).Personal details of those taking part will never be made available to third parties, unless De Montfort University is required to do so by law.All personal data will be processed in accordance with the provisions of the Data Protection Act 1998If you have any concerns about any of the recordings at any time, please let us know by contacting your module leader. **What if I change my mind?**Should you change your mind please let us know immediately by contacting your module leader and we will attempt to respond positively, within the limits of our ability to ‘retract’ the online materials, and to re-edit the original recordings (but we reserve the right to limit editing, in discussion with you, any recordings of you if it would significantly harm the quality of the overall resource). **Is anyone making any money out of this?**The recordings are stored and used for educational purposes only. There is no intention to use the recording outside the scope of course, programme or module that you are enrolled on. **How long will you keep the recordings?**

All recordings will be erased from any visible areas no longer than eighteen (18) months from the date when they were made. **If I agree, what happens next?**Having read this information sheet, please feel free to ask any questions by directing them to your module leader. Please feel free to ask any questions about the practical arrangements for making the recordings as well if you wish.If you are willing to grant your consent, we will ask you to sign a Consent Form to say that:1. You have understood the information about the purpose of the session and what you are consenting to.2. You are willing to give your consent for the taking and use of the recording along the lines described.

**Further information**

If you think of any further questions, or have any reason to contact us, please feel free to contact your module leader.

For questions concerning Data Protection, please contact Fraser Marshall - fmarshall@dmu.ac.uk


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