

Introduction

This document is the Champion Stories Recording Ethics, written in plain language to make sure everyone can understand.

This information has been made to help people and groups (like schools) with making recordings as part of the Drug Education Network (DEN)'s Champion's Project.

DEN started in 1986 and connected with community groups, schools, and people to help create change in Tasmania around drugs like Alcohol and Tobacco. The Champions Project is trying to reduce stigma (bad labels) around drug use. It is also trying to help people make a difference and do positive activities in their own neighbourhoods and communities. The project is about sharing positive stories about people who are doing good things in Tasmania.

As the recorder or filmmaker (we will call you the Interviewer), it is your job to make sure that during the recording process everybody is comfortable and safe, and that the final recording will not make anyone embarrassed, upset, sad, or unsafe. Because things can change easily, it is best to think about these matters again for every recording, even when working on the same project. This information has been written by DEN to make sure everyone knows how important this is.

Ethics are important as a set of guidelines which suggest good rules for activities like recording, and to show what is right or wrong. With this information, DEN is trying to highlight some issues for both the interviewer and the person being recorded to talk about before starting a recording. For example, they should talk about problems that might happen if the recording is shown to lots of people. To make sure these problems don't happen, there are rules to follow and the **Consent to Use Media Form** to complete so that the person being recorded can give permission.

The interviewer should think about the balance between what the public (everyone in the community) wants and needs, and what the person being recorded wants and needs. They should also think about the kind of power the interviewer could have: for example, if the interviewer is older, the person being recorded might feel forced to do what they say even when they don't have to.



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Related Documents

Champion's Project: Plain Language Consent Form

Submission Process

Any recordings that are to be used for DEN's *Champion's Project* must follow the rules in this document. If your recording does not follow them, it will not be allowed as part of the project and will not be put on the www.everybodys.business website.

Pre-Interview

The interviewer must make sure that their plan for recording matches this information before they start.

Consent

The Interviewer must make sure the **Plain Language Consent Form** is finished on the same day as the recording. If recording is paused and planned to start again another day, you might need to fill in another form.

If the people being recorded have trouble reading or seeing, the interviewer should read the form out loud to them.

If the person being recorded says they don't understand, the interviewer must explain to them. If the person being recorded still can't understand, or they say that they don't want to be recorded, the interviewer must stop.

Recording

The interviewer should try their hardest to make sure that everybody being recorded has given their permission to be recorded, that they are comfortable, and that only the information they want to share is being recorded.

During breaks or very long recordings, the interviewer should ask the person being recorded if they want to continue and give them the chance to say no.

Submission

Finished recordings and all consent forms can be sent to DEN in many ways:

- By email to admin@den.org.au;
- By file sharing services such as Dropbox;
- A private YouTube link and emailed consent forms;
- Recording and consent forms mailed or delivered on a USB drive.

Recordings and forms sent to DEN will be looked at to make sure that everything DEN needs is there, and that all rules have been followed.

Interviewers will be told by email or phone if their recording followed the rules. If not, interviewers might be given the chance to fix any mistakes. Recordings that followed all the rules will be uploaded to DEN's YouTube account and linked on Everybodys.Business.

Australian Privacy Principles (APP)

There are thirteen key items from a piece of law that controls how personal and sensitive information is taken care of by companies, and how personal and sensitive information is collected and stored. The law is the *Schedule 1 of the Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012* and the *Privacy Act 1988*. This law protects any personal information that is recorded, if that information could be used to find out who it belongs to. If you follow this law, you are also following the law that was made for Tasmania.

“Sensitive” information is information that is private or secret. It might be about someone’s health, or if they have been in trouble with the police. Because this information could give someone a bad label or make them feel embarrassed, the law makes sure this information is taken care of very well.

This law allows organisations (companies) like DEN to collect and use sensitive information, but only if the person who owns the information gives permission, and the organisation needs the information to do their job.

The sensitive information cannot be used for anything else, except if this new reason is important for the first reason to go ahead. Sensitive information cannot be used to send you advertisements, or to send you information to convince you to buy or use something.

Personal information is something that could be used to find out who the information belongs to. Personal information might be your name, where you live, what you look like, or more.

Privacy issues affecting children and young people

These are extra things to keep in mind to make sure you meet the law and rules:

- video images of children and young people may not be taken or used without getting permission first from parents and guardians, just like in our **Plain Language Consent Form**;
- ask the child or young person’s permission to make sure they choose to take part. You can ask the child or young person by talking to them if their parent or guardian is close – you don’t need to ask them to write anything down or use the form;
- video images should show children and young people in positive (good) ways;
- if the child or young person is being taken care of by the Family Court, Child Safety System or Juvenile Justice System, you cannot record them or their information;
- interviewers should be supervised (helped and guided) during the recording project;
- you need to get permission if you are recording somewhere like a school or sports club;
- no personal information, like the child or young person’s name, address or telephone number should be recorded (except in the permission form if it is needed). You also should not record information like any clubs or schools the child or young person is part of;
- you should try not to record pictures or videos of children or young people who are doing sport with not much clothing, like swimming or gymnastics;
- parents, guardians, children and young people should be told about possible problems, such as personal information being found out by others when recordings are uploaded on the website.

Informed Consent

Informed consent means that the person giving permission to do something understands everything that will happen, and any problems that could happen later. In recording, photographing and videoing people you must get their written permission. There are four main parts to informed consent:

DISCLOSURE (Revealing, Telling): The use and the reason of the interview must be fully explained. This helps protect the person’s safety, and makes sure the connection between the Interviewer and person being recorded is honest.

VOLUNTARINESS (Choosing): The person being recorded must freely (without being told to) give their permission for the interview to be used, and say whether they give permission for their name to be used in the recording.

COMPREHENSION (Understanding): The person being interviewed must understand what is happening, what will happen, and any problems that could happen now or later. This might mean during the recording, or when the recording is being shared. The person being interviewed is allowed to say no or take back their permission at any time, but they have to understand that it is not possible to completely get rid of information on the internet. Interviewers should give an example of the absolute worst thing that could happen.

COMPETENCE (Ability, Knowing): The person being recorded must be able to understand what might happen, good and bad, because of the recording. This is very important for children, young people, and people who might be doing things that are against the law, like using some kinds of drugs.

Steps to Informed Consent

Step 1:

a: Check if the person being recorded cannot legally give consent (people who are younger than 18 years, or adults who have a short or long lasting disability). If they cannot, you need to get permission from a legal guardian before you can start recording. It can help to have a counsellor there while you record so that they can help with any problems.

b: Check if the person being recorded needs special advice, information or protection (such as people from a group that needs more protection, like Aboriginal people, or people who are doing illegal things). If they need special advice, you must make sure they understand the risks and that you take some steps to protect them.

c: Check to make sure the person being recorded understands what you have told them. If they do not understand or you are not sure that they do, you should not record them.

Step 2:

Before you turn the camera on, make sure to tell the people being recorded what your name is, and to tell them about the Champions Project. Make sure the people being recorded know who you are and about any other people who are working on the project.

Step 3:

Tell the person being recorded the reason you are recording them, and what you plan to do with it (like changing and sharing it). Make sure that person is choosing to take part and doesn't feel pressured or like they are being forced. Make sure that person understands what the project is trying to do, and what might happen because of the recording, good and bad. You should also tell them the things that you, the interviewer, and DEN will do to try to stop any bad things from happening.

Step 4:

Ask the person being recorded if they want to keep who they are a secret. If they do, you should tell them that you can help keep it a secret by only recording their shadow or hands, by using light to stop others from seeing their face, and by covering up or hiding things like tattoos and jewellery that could show others who is in the recording. You should ask if they want to use their name in the recording, part of it, a different name like a nickname, or no name at all.

Step 5:

Go ahead and ask the person being recorded to fill out the Consent to Use of Media form.

Risk Assessment

The National Health and Medical Research Council (2015) say that a risk is a chance for harm, discomfort or inconvenience (difficulty). Before starting anything for this project, everyone working on it must look out for any risks or problems that might happen to the person because of being recorded. These risks might be:

- psychological (mind, feelings), like feeling afraid, guilty or angry;
- self-worth (feeling good about yourself), like feeling embarrassed;
- social (friends, community) like being given a bad label or losing a friend;
- legal (law) like getting in trouble with police.

The size of the risk, the kind of problem, and how big the chance that it could happen, should all be talked about before recording. These risks and their chance of happening should be made smaller, such as by keeping the person's name private. You should also think about if the risk of bad things happening is too big to make the good things worthwhile.

All recordings that follow the rules and given a tick by DEN will be uploaded to DEN's YouTube channel (www.youtube.com/drugeducationnetwork) and a link placed on www.everybodys.business. It is important to understand that other people could share this recording via a link to other online places, like by sharing the YouTube URL, and that other sites and apps exist that can download YouTube videos onto a personal computer.

Illicit Drug Use Considerations

It is important to understand why special care must be taken when recording people who use, or have used, illegal drugs:

- They have a bigger risk of being judged or given bad labels, and not being allowed to do things;
- They have a bigger risk of getting in trouble with the police;
- They might feel like they must do what the interviewer tells them, even if they don't have to;
- Interviewers who don't understand why personal and sensitive information is important to protect could risk the person's health and safety;
- People who use or have used illegal drugs can have a lot of problems to deal with, and they need extra care

These things are important to remember even if the person is using legal drugs. An honest talk should happen before any recording.

It is important for the interviewer and the person being recorded to understand that sometimes the law means that the interviewer has to tell the police about something, even if they don't want to, like if the person being recorded is trying to hurt themselves.

Anonymity

Making some information private (like names, or faces) might need to happen because of laws that are meant to protect people. A person might not want their face, voice, tattoos, clothing, jewellery, or any body part to be recorded, and they might want to keep their name private. There are lots of ways to help that person keep their privacy, and the interviewer should make sure they can offer ways to help. This might be something like using a pretend name. There are ways to hide who a person is by doing things a special way, like only recording their shadow. You can also use computer programs to blur or hide someone's face, or change how their voice sounds in the recording. Most editing programs let you change or hide these things, and Voxal (<http://www.nchsoftware.com/voicechanger>) is a program that changes a person's voice before it is even saved in the computer.

You should try to offer as many of these special ways of recording as you can, to make sure the person and their personal information is protected.

Uniforms and Identifying Livery

When you record someone who is part of a group, like a school or a sport, DEN suggests that the person being recorded doesn't wear a uniform if their picture or a video is being taken.

People looking at the recording later might think that it means that group agrees with the video, and that could mean a bad label is put on the group or that the interviewer could get in trouble with the group.

Location

When you are recording a video or taking a picture, it is important to think about the place you are recording and what is in the background. Can you see a car license plate? Is there a building, like a hospital or a club, that people might think the person being recorded belongs to? Does the background make it look like an ad, like you're trying to tell the person looking at the recording to go there? Is it a place that the person being recorded often goes to, and could other people find it by only looking at the recording?

It can be better to make sure that backgrounds aren't connected to the person being recorded. Trees, curtains and blank walls can make safe backgrounds for recordings.

Evidence-based Information

DEN doesn't want to stop you, the interviewer, from being creative in your recording, but it is important that if you give advice or information to the person being recorded, that information is right. You might want to talk to someone at DEN before you record, or you could look up information on good websites like the Australian Drug Foundation (www.adf.org.au/information-research).

Music and Imagery Copyright

Art, music and other things that have been made by people is protected by a law called “copyright”. It means that you need the permission of the person who made something before you can copy, show, or change their work. Getting permission can take a long time, and sometimes it costs a lot of money. Sometimes the maker will ask you to make a big announcement that the art or music belongs to them.

You can find music, pictures and videos that you can use for free on websites like www.freemusicarchive.org and www.flickr.com/creativecommons/.

If you look for things that have the ‘Creative Commons’ license, you can often find things to use in other places as well. Creative Commons is used all over the world and often the only thing you need to do so you can use those things is to say who made it in the credits.

You can also look for things that are in the “public domain” – that means that anybody can use it for free, without saying who has made it. Disturbing Content

The recording should not show the following:

- Graphic (intense, large, obvious) details about possible harms to self or others (for example, instructions on how to use a drug);
- Disrespectful (not kind) showing of people, and groups (like women, people who use drugs, people who don’t have much money, and people who belong to a certain race);
- Racist, sexist, bullying or unfair language or comments;
- Comments that encourage hatred, violence or vilification (making them appear to be a bad person) of people or groups because of religion, gender, sexual orientation, race or drug use;
- Images or videos which are sexually inappropriate, have obvious sexual content, or show nudity;
- A lot of swearing or inappropriate language;
- A platform for hateful beliefs or false rumours (lies), things that encourage fear or stereotypes;
- Aggressive, abusive or insulting comments about people or groups;
- Views that are trying to force others to agree, or are disrespectful of the views of others;
- Images which contribute to vicarious trauma (being hurt by watching or listening to something), horror, sadness or a sense of hopelessness;
- Things that don’t follow the rules of copyright, moral rights, confidentiality (secrets) rights or intellectual property rights of any person;
- Identifying or personal contact details of individuals including not following the rules of privacy;
- Encouragement, endorsement or approval of any dangerous or illegal activities or breaking of any laws including copyright rules.

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DEN acknowledges the following resources and agencies in the development of these guidelines:

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