

How to work with audio recordings – Recommendations

General recommendations about audio recordings:

- Document a clear purpose of the audio recording as part of your research project
- Only make the audio recording if it is really needed for the purpose of your research project
- Only discuss the topics during the audio recording which are needed for the purpose of your research project
- Always explain your participants why you are recording and for which purpose
- Always explain your participants what you are going to do with the audio recording and who has access to the audio recording
- Always ask for their consent before making the audio recording (in writing) and document this
- Make sure that the above mentioned elements are included in your consent form.

Recommendations audio recordings live:

- Use an audio recorder
 - Only if it is not possible to use an audio recorder, you are allowed to use your smart phone with the following instructions/terms:
 - Put your smartphone on flight mode (no connection to a network) while making the audio recording
 - Put the audio recording as soon as possible on your TU/e computer with a cable (before turning off flight mode)
 - Remove the audio recording from your smart phone

Recommendations audio recordings online:

- Use Teams or Skype for Business
- Ask participants to turn off their video
 - Only if there is a good reason (e.g. two voices sound very similar and you need the video recording to distinguish between them) video recordings are allowed

Recommendations storage and processing of audio recordings:

- Store the audio recording at one of the following locations (all supported by TU/e): SurfDrive, ResearchDrive, departmental servers
- Store the audio recording in a separate folder and protect the folder with a password
- Limit access to the audio recording; only people involved in the research project should have access to the audio recordings and as little as possible
- Make transcripts as soon as possible
- Remove or replace personal information in the transcripts (e.g. mister Jansen becomes mister X)
- Remove and delete the audio recording after you made transcripts
 - Only if it is really necessary (e.g. for reproducibility purposes/scientific integrity) and you have asked participants permission for this, it is allowed to archive the audio recording in a separate password protected folder with limited access (max 10 years)