



IRB 360 NEWSLETTER

Connecting Research with Ethics

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RECORDING & TRANSCRIBING RESEARCH INTERVIEWS



Before Recording



Inform participants of any audio/video recording and AI-assisted transcription, explain their purpose, then obtain their consent.



Ensure recording procedures and data handling are described in your IRB application and consent form(s).

Post Recording

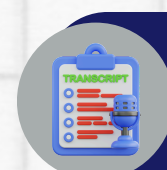


Treat recordings as sensitive research data, as they are considered identifiable information (i.e. voice and facial images).



Transfer recordings promptly to NTU secure storage (e.g. MS Teams), restrict access to only authorised team members, and delete data from the recording device once the transfer is verified.

Transcribing Recordings



Use only NTU-Enterprise AI tools* to prevent recordings from being transferred outside of NTU.



Assess the sensitivity of the data before uploading recordings to AI transcription tools, and implement appropriate safeguards to protect participant data where needed.



***Need a transcription tool?**

[View transcription tools available to NTU researchers.](#)



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