

Consent wording for recorded interviews

Many ethics boards and clients expect participants to agree, in writing, that their recording will be transcribed by an outside service. Below is example wording you can adapt for your own consent form.

Example: research interview

This interview will be audio recorded so that an accurate written transcript can be made. The recording will be sent to a professional transcription service, which uses speech recognition software followed by a human reviewer. The service stores files privately and uses them only to produce the transcript. Your name will be replaced with a code [or: pseudonym] in the transcript. The recording will be kept until [date or event] and then deleted.

I agree to this interview being audio recorded and transcribed by a third-party transcription service.

☐ Yes ☐ No

Example: business or legal interview

This conversation will be recorded and transcribed by an outside transcription provider, under confidentiality, to create an accurate record. The transcript may be [quoted in / used for] [purpose]. You may ask for a copy of the transcript.

Before you use it

- ☐ Fill in the parts in [brackets] and match them to what you will actually do.
- ☐ Name the purpose, who will see the recording, and how long it is kept.
- ☐ Check your organization's or ethics board's own template first. Theirs takes priority.
- ☐ Some places require everyone on a call to agree before it is recorded. Check the rules where each person is.
- ☐ Don't use TranscriptScribe for recordings with protected health information. We are not set up for HIPAA-regulated data.

This is example wording, not legal advice. Requirements differ by institution, country and state. Have your ethics board, institution or lawyer approve the final text.