

Guidelines for Presenting Images at the National Music Therapy Conference for RMTs in Private Practice

Images include photographs, videos and digital recordings

Using images:

Where possible, it is recommended that images be de-identified for public use, although clients/guardians should maintain the right to choose how or if this is done. Attempts should be made to avoid full face profiles except when they are considered to indicate responses directly related to the goals of the therapy program.

Identifying Information includes:

Names, birth/death date and other dates except for the year, personal information such as telephone numbers, email addresses, medical record numbers, rare conditions/diseases attributable to a very small number of people, geographical locations, facility names, faces.

Obtaining consent:

The following information must be provided to the client or guardian when obtaining informed consent to take images:

1. Purpose/benefit of capturing the images
2. Intended use of images
3. How the images are going to be captured
4. Any likely risk of showing images in public
5. Options on how client/guardian wishes de-identification to happen. Provide client/guardian with a range of choices including:
 - ❖ Names in songs blanked out
 - ❖ Faces pixelated
 - ❖ Names in descriptions of clients changed
 - ❖ No de-identification
6. The request for voluntary consent and acknowledgment of the right to withdraw this consent

Explanations must be given that are adequate for the purpose and understood by the client or guardian.

The consent form must include:

- Who the consent was given by – client/parent or guardian or an authorised substitute decision maker under the powers of attorney act
- Details of imaging – who has explained the details to the client/guardian, how the images will be captured (still camera, digital camera)
- Purpose of imaging – teaching and training of health professionals including conference presentations
- Risks and benefits – level of risk that may be experienced (in relation to child protection or showing in public)

It is also important that the client/guardian knows that consent is voluntary, can be withdrawn at any time and once in public cannot be effectively withdrawn. Even if images are de-identified, consent must still be obtained.