



Interview Research

Do's and Don'ts for Ethical Practices & Protecting Participant Confidentiality

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Overview

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Ethical guidelines for conducting interview research

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Proper handling of audio recordings and transcriptions

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Ethical use of direct quotes in reports and publications

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Consent form essentials for interview-based studies

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Privacy and confidentiality considerations





Do's and Don'ts in Interview Research: The Do's

Essential ethical guidelines for researchers

- Obtain informed consent from participants
- Maintain neutrality during interviews
- Protect participant rights and welfare at all times



Do's and Don'ts in Interview Research: The Don'ts

Essential ethical guidelines for researchers

- Do not skip or rush through the consent process
- Avoid leading or biased questions
- Never misrepresent participant responses



Audio Recordings and Transcriptions

Best practices for effective planning: Audio Recording

- Clearly explain purpose in consent form
- Use encrypted storage for recordings
- De-identify all transcripts for safety
- Review transcripts for accuracy and completeness
- Secure participant data access and handling
- Delete audio recordings as soon as they are no longer necessary



Audio Recordings and Transcriptions

Best practices for effective planning: Transcriptions

- The transcription review process should be outlined in your IRB application and in the consent document.
- The following information about the transcription review process should be communicated to subjects in the consent:
 - Disclose to subjects how long after the interviews it will take for them to receive the transcription for review.
 - Disclose to subjects by what means the transcriptions will be provided to the participant (e.g., mail, email, etc.).
 - Disclose to subjects how long after receiving the transcription they will have to make edits, before the transcript is considered finalized.



Ethical Guidelines for Direct Quotes

Best practices for using direct quotes responsibly

- Always attribute quotes to the source
- Anonymize any identifying information in quotes
- Ensure quotes accurately represent context
- Obtain consent for identifiable quotes used



Consent Form Key Elements

Essential components of informed consent forms

- Clearly state the research purpose
- Detail procedures including data collection
- Outline risks and benefits of participation
- Include confidentiality and withdrawal rights
- Provide contact information for questions



Privacy and Confidentiality

Essential practices for data protection

- Secure all data storage methods
- Use coded identifiers for participants
- Limit data access to authorized personnel
- Describe when and how identifiers will be removed from the data
- Establish a data destruction timeline



Conclusion

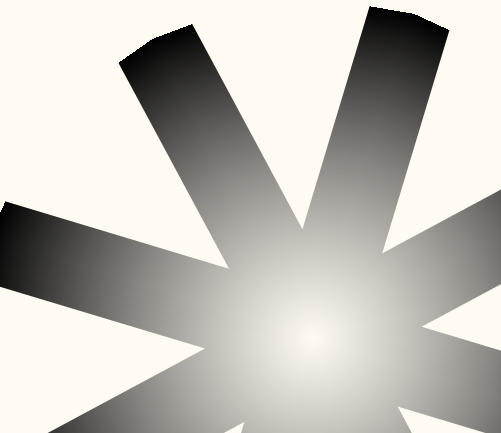
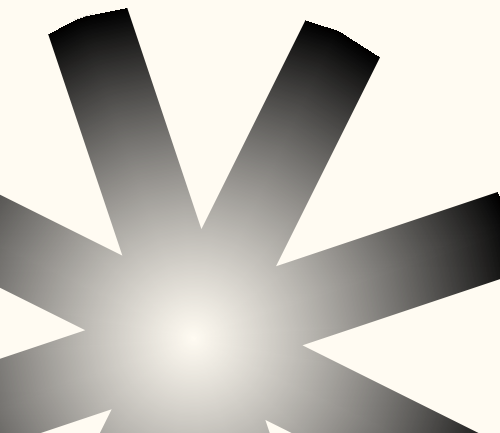


Uphold ethical principles throughout all stages of interview research to protect participant autonomy, dignity, and well-being. -

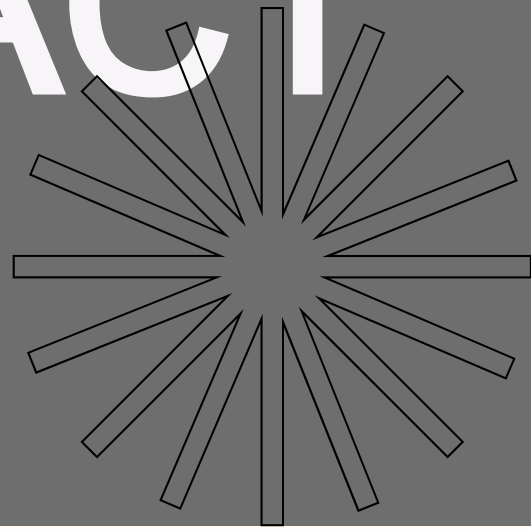
Ensure a transparent and thorough consent process, making sure participants fully understand the study purpose, procedures, risks, and how their data will be used.

Practice strong privacy and confidentiality safeguards, including secure data handling, de-identification, restricted access, and timely data destruction. -

Use participant quotes responsibly, maintaining accuracy, context, and appropriate levels of attribution or anonymity.



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