



ICRC

Informed Consent Form: Adult

This consent form should help people feel more at ease, build trust, inform them of their rights, and enhance the community's perception of the ICRC. Informed consent is needed in almost every scenario. See [the ICRC's content-gathering guidelines](#) for clarity.

Prior to content gathering, please:

- **Print pages 4 and 5 (the consent form)** in duplication
 - one copy stays with the person interviewed/filmed/photographed
 - second copy must be stored with the footage/photos in [the MediaHub](#).
- **Pages 1, 2 and 3 guide you how to explain the process of giving consent**
- Please add the appropriate information **where indicated** and ensure this form is in the **appropriate language**

Checklist:

- Ensure the contributor is comfortable.
- If the interview will include sensitive information, ensure that you have enough privacy.
- Explain who you are yourself and the reason you are there.
- If you are with an interpreter, check the contributor understands and is comfortable with the interpreter
- Go through the text of the consent form. Pause when indicated to see if the contributor has questions or would like you to repeat
- Make sure to include any context specific safety concerns so that the contributor fully understands the potential risks of telling their story.
- Remind them that they can withdraw consent at any point, including during the interview.
- Ask if they have any questions or concerns.
- If the contributor agrees, have them provide consent by written signature or video recording¹. Makes sure to go through any restrictions they request on the use of their image, voice or full name in the form below.
- Add the contact details at the bottom of this document for withdrawing consent or for questions/concerns.
- Save written or video consent form in the same folder as project files into [the MediaHub](#).

Example script:

The following is an example script that you can adapt for your context and the purposes of your project.

Who we are:

The International Committee of the Red Cross (ICRC) is a humanitarian organisation that supports people are affected by armed conflict and violence.

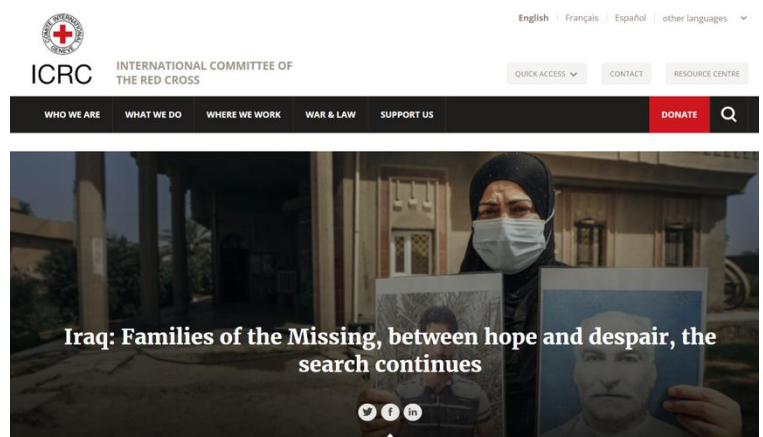
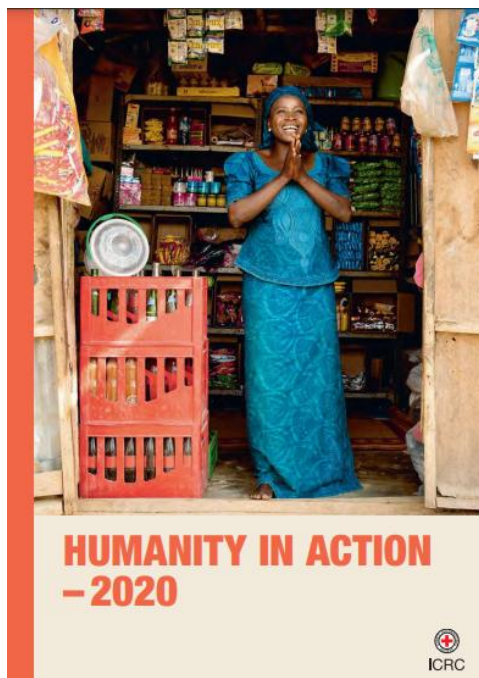
¹ Consent by video recording can be provided if the contributor is not able to, or does not feel comfortable, signing

Why do we want to film or photograph you?

Sharing your experience with us can help other people better understand what is happening here and in your community. The ICRC needs to make the public aware of what is happening. We also want to show how the ICRC is supporting people affected by conflict and violence. We may use this content to raise money for our work. We may ask personal questions, such as your full name, location, family situation, and ask to take photos, video, audio of you. It is always your choice what and how much information you would like to share with us.

Where your information may appear:

These are examples of how your images/videos may be used:

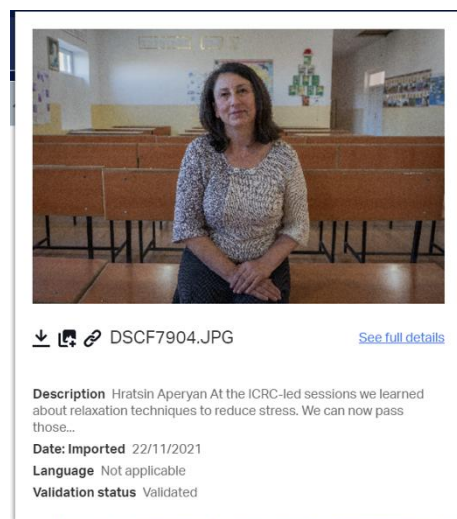
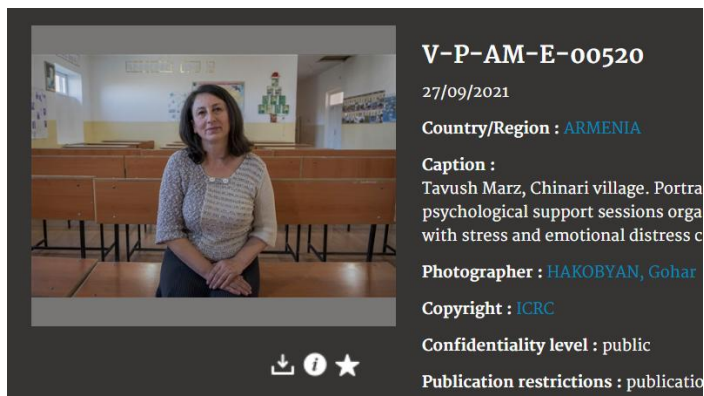


☐ Are you happy for us to continue?

With whom do we share your story and data?

General public, donors, other NGOs, or media organisations. The information we collect from you will be stored in a database managed by ICRC.

Once your story is published, it will be available for any public audience to view. This may mean that the government, health or prison authorities will also view it. We want you to make the best decision for yourself on what you would like to share in your story to the public.



Where and for how long it will be stored

We may keep your photos, videos and interviews on file permanently unless you ask us to delete them from our public archives by email: avarchives@icrc.org or call: +41 22 730 33 55.

What is your say?

The ICRC is only allowed to share your experience and personal information if you give us your consent. You can tell us what information we are allowed to share. If your story contains sensitive information, you can tell us if there are parts you don't wish us to tell or share. If your identity needs to be protected, we will do everything we can to protect it and keep the story anonymous.

Even if you give us your consent today, you can choose to withdraw your consent at any time during the interview or after. It is important for you to know that the information you give us will remain internal to the ICRC until your story is published. However, after it is published, the personal information you shared with us may be reproduced, displayed and shared by others. This makes the possibility for you to delete your data more difficult.

What are your rights?

If you have any questions, concerns or complaints about the processing of personal information or data, contact the ICRC delegation in If your complaints cannot be resolved, they may refer you to the ICRC Data Protection Office (dpo@icrc.org) and/or the ICRC Data Protection Commission.

In particular, you may contact us if you want to:

- ☐ Request access to the personal data you have provided to us;
- ☐ If you would like more information on how the ICRC processes your personal data;
- ☐ If you wish to withdraw the consent you gave us;
- ☐ Request that we correct or delete the personal data you have provided us.

☐ **Would you like me to repeat anything?**

AV Adult Consent Form - Print one copy for the ICRC, one copy for contributor



To include: ICRC logo in relevant language

To include: Delegation's address

By signing this form:

- I understand why you want to film / photograph me.
- I understand that my participation in this interview or refusal will have no impact on the assistance/aid services I receive from ICRC.
- I agree to being filmed, photographed and/or interviewed, without payment.
- I agree that this material may be used for the purposes of communicating humanitarian issues worldwide in all media, including TV, the internet and films as well as for fundraising purposes.
- I agree this material of me, my name, voice and biography may be used today and in the future.
- I am aware that when the content is published, the ICRC cannot control how it will be used by third parties.
- I understand I have the right to a copy of the photographs/video and can withdraw my consent at any time by contacting dpo@icrc.org or the contact detail below.

Restrictions:

I understand that I am free to set restrictions during this interview:

- ☐ I consent to being filmed/photographed:
- ☐ With the use of my face/image.
 - ☐ And use of my voice.

- ☐ I consent to the use of my:
- ☐ First name
 - ☐ Family name

Contributor 's name

Signed

Location and date

Contact details (optional)

ICRC staff/photographer/
videographer

Signed

Location and date

This consent form or filmed consent should be stored with project on the Media Hub.



ICRC

ICRC contact for consent withdrawal, questions or complaints:

(You can contact us if you no longer want us to tell your story or have any questions or complaints about how your story is being told)

Email of local delegation

Address of local delegation

Telephone number of local delegation

Opening hours of local delegation

ICRC staff/photographer/videographer name

Location and date