 **CLINICAL PHOTOGRAPHY & VIDEO POLICY**

This policy is based on the GMC guidance – *Making and using visual and audio*

*recordings of patients.* [*https://www.gmc-uk.org/-/media/documents/making-and-using-visual-and-audio-recordings-of-patients\_pdf-58838365.pdf*](https://www.gmc-uk.org/-/media/documents/making-and-using-visual-and-audio-recordings-of-patients_pdf-58838365.pdf)*.* The policy applies to all One HMG operational staff who routinely manage clinical cases (Drs, Nurses & Coordinators).

**Scope -** This policy covers two main areas:

* Taking and receiving photographs of a patient as part of their clinical care. This may

include taking or requesting photos to help with diagnosis such as for use in

tele-dermatology or taking photos of lesions prior to authorising/referring for minor surgery to

correlate the appearance of a lesion with subsequent histology.

* Taking and receiving video recordings of a patient consultation for education and training

**Excluded from scope -** Other uses such as for use in lectures and teaching are beyond the scope of this policy and should follow the GMC guidelines on taking images for secondary purposes. This policy does not apply to dentistry where dental photography is routine practice.

**Principles -** The principles of respecting a patient’s privacy, dignity and autonomy must be adhered to. This will include:

* Giving patients clear information about the purpose of requesting and taking the photograph or video.
* Taking appropriate informed consent in all cases where a photograph or video is requested.
* Taking photographs of intimate areas should never be performed.
* Photographs of children should only be taken in exceptional circumstances. Written

consent should be taken, and the circumstances should be recorded in the case file.

**Storage**

* Photographs taken of patients as part of their clinical care, namely, tele-dermatology etc should be attached to the patient’s clinical record.
* Appropriate consent should also be recorded in the patient’s clinical record either as an attachment or in an e mail. Where patients send unsolicited photographs and subsequent clinical advice is provided, the photographs can be annotated as such and retained in the health record.
* Photographs should be transferred and attached to a patient’s clinical record and the original deleted as soon as possible – in One HMG’s CMS this is processed via allocation from the inbox.
* Photographs and videos not required for clinical purposes should be deleted. Further information relating to the right to erasure can be found on the Information Commissioner’s website at <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/right-to-erasure/>

**Appendix 1 -** Patient/parent/guardian CMS consent form for video/ digital imaging for clinical purposes.



**CONSENT FOR CLINICAL PHOTOGRAPH/VIDEO (to be stored in a patient’s medical record)**

**Patient Name: …………………………………… Case File…………………………………**

I ………………………………………. confirm that the purpose of taking or sending a

photograph or video of my medical condition as part of my clinical care has been explained to

me.

The photograph will be stored as part of my clinical record. It will not be used for

any other purpose without my further written consent.

I consent to photograph(s) or video(s) being stored for this purpose as explained by the doctor/nurse.

Comment ………………………………………………………………………………………….

Signature of patient, parent or guardian ………………………………………………………..

Date ………………………….

Relationship if not the patient …………………………………………………………………….

**Caveats**:

* Taking photographs of intimate areas should **never** be performed.
* Photographs of children should only be taken in exceptional circumstances[[1]](#footnote-1). Written

consent should be completed, and the circumstances will be recorded in the child’s case file.

* Videos or photographs not used by the clinician will be deleted.
* This consent does not apply to dental photography whereby dental imaging and storage is accepted routine clinical practice.

1. Exceptional for One HMG patients refers to the fact the patients cannot be physically seen by the One HMG clinician in person; namely, ‘exceptional’ use of a clinical photograph or video to facilitate the provision of clinical advice overseas. [↑](#footnote-ref-1)