

## Guidelines for Capturing and Utilizing Photos and Videos of Research and Teaching Animals

1. PRINCIPLES AND REQUIREMENTS	2
2. ACCEPTABLE PURPOSES	4
3. APPEALS	7

### Scope

Responsibility for adhering to these guidelines extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); undergraduate and graduate students; emeriti; visitors to campus, including visiting scholars; third party contractors; and volunteers.

### Overview

The use of **images of animals** for research, teaching or other educational purposes is often vital and/or desirable. However, there are widely varying degrees of opinion and sensitivity about what constitutes necessary use of images and what constitutes a suitable image for conveying information, particularly to the public. All **members of the University community** must be cognizant and respectful of these sensitivities when deciding if, what, and where images should be shown. Individuals must use good judgement in selecting images that convey necessary information for an acceptable purpose and bearing in mind the intended audience.

Those taking images of animals must also consider operational and security issues in the various Animal Facilities, the need to maintain security of the images themselves, and other risks associated with taking and possessing such images.

### Purpose

To advise on acceptable situations for taking and using images of animals, including procedures involving animals, housed either within an **Animal Services Unit** (also known as an “Animal Facility”), or animals used elsewhere, including wildlife handled in the field and animals used for teaching purposes.

## Procedure

### 1. PRINCIPLES AND REQUIREMENTS

All members of the University community who create or use images of animals, or who wish to facilitate **media** access to animals should follow this Guideline.

- a. **Acceptable purpose:** The creation and use of images must be for an acceptable research, teaching, animal health and welfare, or public information (Media) purpose. Section 2 sets out acceptable purposes and further requirements applicable to each acceptable purpose.
- b. **Prior approval required:** In most cases, prior approval is required before images of animals are taken or used. In particular, the creation or use of images of:
  - i. animals within Animal Facilities shall be subject to prior authorization from the relevant **Director**. Note that integrity of the biosecurity barrier status of these facilities shall take precedence over the need for photography; investigators should be aware of and discuss such risks with the facility managers/directors and/or veterinarians before bringing photographic equipment and external personnel into the facilities.
  - ii. animals that might be identified with a **Principal Investigator** (PI) shall also be subject to prior authorization from the relevant Principal Investigator.

Such approval may be verbal or in writing, at the discretion of the individual granting permission, and may be contingent on the intended use of such images.

- c. **Suitability of images of animals:** Individuals are expected to use good judgment in selecting and using suitable images for any audience or recipient. Considerations include but are not limited to:
  - i. Contents of images should be scrutinized to ensure that they are appropriate for the intended audience. For example, images should not be unnecessarily offensive to the intended users/audience. For example, images showing tissues/organs/fluids in a needless excess, or animals in a state that indicates or suggests pain, suffering or death in a manner that exceeds that required to convey necessary information may be unsuitable.
  - ii. Appropriate handling and restraint methods and PPE must be used for the species being photographed, and if any surgical or technical procedure is being depicted, the correct aseptic techniques and equipment must be used, as per all usual requirements.

- iii. In many cases, a drawing of an animal/procedure is sufficient and preferable to showing images of the animal itself, particularly when the intent is to convey information about a procedure or structure.
  - iv. Contents of images should also convey only what is necessary for the intended purpose. Avoid capturing non-essential information, which may be otherwise sensitive and unsuitable for use or sharing.
- d. **Secure storage and transmission:** Images of animals must be stored and transmitted in a manner such that they are secure from unauthorized use and not readily accessible by persons other than those authorized to access them. Individuals are expected to use good judgment and caution and consider the following:
- i. To reduce security risks, consider using University-supplied recording equipment rather than personal devices.
  - ii. Images of animals should not be stored for longer than is necessary. If there is not a compelling, specific and approved rationale for retaining such images after their immediate use for acceptable purposes is complete, the images must be promptly and securely destroyed.
  - iii. All relevant University policies relating to records and information technology apply to images of animals.
- e. **Considerations before public dissemination:** Individuals are expected to use good judgment before making any **public dissemination** of images of animals, and in particular:
- i. Images used in presentations to the public (e.g. scientific meetings, teaching, school groups, etc.) should be given the utmost consideration for suitability, and investigators should err on the side of discretion in such cases. Such consideration shall include the great sensitivity of some individuals to the use of animals in research or teaching, cultural and religious differences in the perception of certain animals, age of the audience, and other factors that might impact the perception by the public to images of animals in a negative manner. Images of surgery, of animals showing signs of stress or pain, undergoing experimental procedures or under restraint, are normally not suitable for such presentations.
  - ii. Images of animals must not be posted to social media accounts.
  - iii. Images which are to be used in public dissemination must not contain the following unless otherwise expressly permitted by the University Veterinarian and/or the relevant unit/individual:
    - A. Animal Use Protocol



- B. Cage (pen, tank, enclosure) cards
- iv. Care must be taken to ensure no identifiers of the institution are visible
  - v. No **personal information** should be part of any image that is publicly distributed unless necessary to achieve the intended purpose and the individual provides express consent or consent is clearly implied. Note that personal information includes audio identification of any individual, as well as video identification.
- f. **Personal information:** The capture of personal information should also be avoided in any images of animals which are not intended for public dissemination, unless absolutely necessary under the circumstances.
- h. **Consultation:** Individuals uncertain about the suitability or proposed use of images, particularly for public viewing, shall consult with individuals with experience and expertise in such use; this may include Facility Managers/Directors, Facility/University Veterinarians, ACUC Chairs, representatives from the Dean's Office, University of Alberta External Relations (Strategic Communications), and other experienced colleagues.

## 2. ACCEPTABLE PURPOSES

### a. **Research Purposes:**

The creation and use of images of research animals, including those taken in laboratories, of wildlife in field settings, or of livestock in agricultural settings, is acceptable when it is required as part of the research methodology, and when it is or might be an important element in dissemination of scientific knowledge, or public education.

In addition to the requirements of Section 1 of this guideline:

- i. The Principal Investigator is responsible for ensuring that members of their research team are aware of the requirements of this guideline, and for ensuring that all public dissemination of images of their research animals is in accordance with this guideline.
- ii. All images of animals created or used for research purposes, including approved public dissemination, may depict only species and procedures approved on the relevant Animal Use Protocol.

**b. Teaching and Educational Purposes:**

It is acceptable to create and use images of animals for teaching and educational purposes, subject to compliance with this guideline.

In addition to the requirements of Section 1 of this guideline:

- i. Instructors are responsible for ensuring that students are aware of the requirements of this guideline as applicable.
- ii. It is strongly encouraged, if video or still images would benefit the teaching process, that these be created by the instructor as professionally as possible prior to the teaching session and be made accessible to students.
- iii. Students may create and use images of animals for study purposes only with the express consent of the instructor.
- iv. The instructor will determine the nature and extent of any images permitted to be created, and the uses of images to be allowed, and convey this to students. In determining if such consent will be given, instructors should consider the merit of allowing students to photograph or video animals versus using drawings or descriptions, and weigh those merits against the risks associated with allowing students to take and possess such images.
- v. Instructors should discuss with students that the privilege of being allowed to create and use images of animals is given on the expectation that such images will be used in a mindful and responsible manner, adhering to high standards of behaviour.
- vi. Instructors should include in such discussions the diversity in public perception of animal use for research and teaching, and the risk of exposure of the institution, staff and students to individuals or groups that may misunderstand, misinterpret or disapprove of the use of animals for research and/or teaching.
- vii. Students may not publicly distribute images of animals obtained for educational purposes without the express prior consent of the instructor and the University Veterinarian.



c. **Animal Health and Welfare Purposes:**

An Animal Facility and/or research staff member may create and use an image of an animal to use for the purpose of a health assessment or initiatives to assist with improving animal care.

This includes telemedicine consultation with a veterinarian or consultation with a senior animal care staff member. Such use is subject to the requirements described in this guideline, including authorization and biosecurity.

In particular:

- i. Telemedicine is a method or tool where technology is used by an attending veterinarian to communicate with animal care staff and deliver veterinary medical services in cases where the veterinarian and the animal being treated are located in different physical locations.
- ii. Images taken for the purposes of telemedicine or animal care consultation are considered part of the animal's medical record while in use and should be deleted from the individual's device after consultation is complete.

d. **Media Purposes:**

Media shall not be granted access to an Animal Facility or laboratory or other space involving animals except in accordance with the following:

- i. Prior approval for such access, and the creation and permitted use of images is provided by each of the following:
  - i. University of Alberta Strategic Communications;
  - ii. Faculty Dean;
  - iii. University Veterinarian; and
  - iv. Director of the relevant Animal Facility, if applicable.
- ii. All media personnel must be escorted by a University of Alberta employee having the approved access to the specific animal space. No direct contact with any animal by media personnel is authorized.
- iii. No institutional identifiers shall be included in any such images.
- iv. Once the images are taken, the Director, Dean or University Veterinarian may request to see the images prior to their use. Approval of the use of the images will be at the discretion of the relevant approver.
- v. Principal investigators should consult with University of Alberta Strategic Communications, or the respective representative for their Faculty/Department, if they have any questions or concerns about having outside media visit.



### 3. APPEALS

Where a member of the University community disagrees with the decision they have received from a Director, Dean, or University Veterinarian regarding the creation or use of images of animals, they may appeal to the University Animal Policy and Welfare Committee, and its decision shall be final.

University Animal Policy and Welfare Committee  
Approved: November 2023

#### Definitions

<b>Image</b>	Any means of recording an image or likeness, including audio recordings, still photographs and videos which may or may not include audio recording.
<b>Animal</b>	Any living non-human vertebrate and any living invertebrate of the class of cephalopoda, including free-living and reproducing larval forms, used for research, teaching, or testing purposes by University staff or trainees.
<b>Members of the University community</b>	All academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); undergraduate and graduate students; emeriti; visitors to campus, including visiting scholars; third party contractors; and volunteers.
<b>Animal Services Unit (or Animal Facility)</b>	Animal facilities established and operated by the University of Alberta as ongoing administrative units to provide veterinary and animal care staff, infrastructure, training, oversight and other resources to support use of animals in research, teaching and testing by University staff and trainees. They currently are: Agricultural, Food and Nutritional Sciences Animal Services (AFNSAS),



# UNIVERSITY OF ALBERTA

	Health Sciences Laboratory Animal Services (HSLAS) and Science Animal Support Services (SASS).
<b>Media</b>	<i>Any third party seeking to create and/or use images of animals</i>
<b>Director</b>	<i>The Director, who is usually a veterinarian, or if there is no director, the Manager, of the Animal Facility and/or their designates, and/or staff veterinarians, as circumstances warrant.</i>
<b>Principal Investigator</b>	A member of the academic staff who is responsible for the design, conduct, supervision and oversight of the care and use of animals in research, teaching or testing as describe in an approved animal use protocol.
<b>Public dissemination</b>	<i>Planned dissemination of images of animals for research or educational purposes. Includes presentations at conferences, public education sessions, publication in academic journals..., student papers and theses, ... Does not include internal transmission for an accepted purpose (i.e., between research team staff or animal welfare staff)</i>
<b>Personal information</b>	Personal information is defined as per Section 1(n) of the <i>Freedom of Information and Protection of Privacy Act</i> , Statute of Alberta, Chapter F-25, as amended from time to time.

Links:

<https://www.ualberta.ca/external-relations/portfolio/marketing/filming-requests.html>