

## Retina Image Bank Privacy Policy

The American Society of Retina Specialists (ASRS) is committed to patient privacy. The ASRS Retina Image Bank will accept both digitized images and slide submissions, and the following privacy procedures will apply:

- Digital images will be de-identified. Contributors are asked to change file names before uploading if those file names contain patient names. If a contributor inadvertently uploads a digital image with a patient name as part of the electronic file name, Retina Image Bank staff will rename the file to remove the patient name.
- Digital images containing embedded patient names will be manipulated with Photoshop to remove the patient name. If the image cannot be altered without damaging effects to the content itself, such images will be removed from the Retina Image bank.
- Slide submissions will be handled with the utmost care. At no time will patient information contained in slides or related materials be shared with anyone outside of the ASRS office.
- When slides are scanned for digital uploading, no patient information will be displayed online. All digitized images will carry generic file names.
- If contributors request that the ASRS store their slides after uploading, materials will be kept in a non-public place to safeguard patient privacy.
- If contributors request that the ASRS return their slides, contributors will receive shipment information so they can track all materials, and the ASRS will not be responsible for privacy concerns once the shipments have left the ASRS office.

Comments or questions regarding the Retina Image Bank Privacy Policy may be directed to [imagebank@asrs.org](mailto:imagebank@asrs.org) or the ASRS main office at (312) 578-8760.