



School of Health & Life Sciences
Policy

Policy Name: Simulation Centre Video Recording Policy	
Owner: Director, Simulation Centre	Effective Date: 09/01/2017
Lead: Administrative Assistant, Simulation Centre	Review Date: 07/01/2021
Approved By: Simulation Centre Steering Committee	Approval Date: 11/28/2017
Related Policies and Procedures:	Simulation Centre Confidentiality Policy, Simulation Centre Data Retention and Storage Policy, Academic Regulations and Procedures 6.2, Academic Regulations and Procedures Section "Protection of Privacy," Freedom of Information and Protection of Privacy Section 35(b).

1.0 POLICY STATEMENT

This policy's purpose is to outline appropriate use and security of video recordings.

2.0 SCOPE

This policy includes guidance on the following:

- Orientation of facilitators and participants to video recording
- Access to video recordings
- Process for video recordings for non-educational usage
- Storage, backup, and recovery of video recordings
- Retention and destruction of video recordings

3.0 DEFINITIONS

TERM	DEFINITION
Facilitator	An individual involved in the delivery of simulation activities under the guidance of the Lead Facilitator.
Participants	Includes students and clients.
Simulation Centre Staff	Includes the Simulation Centre Director, Simulation Coordinator, Simulation Technologists, Administrative Assistant, AV Technologists, and Biomedical Technologists.
Information Technology Service (ITS)	Provides support to Simulation Centre through the development and implementation of information and technology services.

4.0 GUIDING PRINCIPLES

- 4.1 During orientation, participants and facilitators are informed that there are audio/video (AV) capabilities through the Simulation Centre. While in the Simulation Centre, they will be recorded. There is a sign at each entrance of the Simulation Centre which states "Warning: Audio and Video Recording In Progress."

- 4.2 The AV system (B-Line Medical SimCapture) requires a login and password to access. The Simulation Centre staff have access to all videos. The Simulation Centre staff can create log in credentials if users don't currently have @nait.ca credentials and build scenarios in B-Line that will allow them access to the videos recorded for that simulation event. NAIT ITS maintains the servers and, therefore, will also have access to all videos.
- 4.3 Participants may log in to SimCapture and review a video if the facilitator has added the students to the session and allowed them access to review it.
- 4.4 Participants are informed that the primary use of the videos captured in the Simulation Centre is education. However, any video captured in the Simulation Centre may be used for other purposes, including training, research, and promotion. Participants sign a waiver declaring their understanding of this at their orientation.
- 4.5 Videos are stored on a secure NAIT server (Simbridge) for 450 days (approximately 15 months). Videos are backed up daily to a secondary storage system. Additionally, backups are kept on tape in a different location for 90 days. If any videos are deemed or flagged not to be deleted within the 450 day window, the facilitator will notify Simulation Centre Staff and a copy of this video will be created and the automatic deletion date will be removed. Therefore, the copy would have to be manually deleted when the video is no longer required.
- 4.6 If the server hardware fails, ITS can recover data using the secondary storage system or 90 day backups from tape. All other recovery, can be done through the Simbridge interface for the 450 day period a video is stored.

5.0 OTHER RELATED DOCUMENTS

- Simulation Centre Confidentiality Policy
- Simulation Centre Data Retention and Storage Policy
- Participant Orientation Checklist, Facilitator Orientation Checklist, and Simulation Centre Consent and Release (Photography/Media-Broad Purpose Form)

6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
June 15, 2017	Initial draft.
November 28, 2017	Approval date.