



Policy Name: Simulation Centre Data Retention and Storage Policy	
Owner: Director, Simulation Centre	<b>Effective Date:</b> 09/01/2017
Lead: Administrative Assistant, Simulation Centre	<b>Review Date:</b> 07/01/2021
Approved By: Simulation Centre Steering Committee	<b>Approval Date:</b> 02/06/2020
Related Policies and Procedures:	Simulation Centre Confidentiality Policy, Simulation Centre Video Recording 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

To ensure data is obtained, stored, backed up, recovered and destroyed in a secure and reliable way.

### 2.0 SCOPE

This policy will include guidance on the following:

- Sources of Data
- Storage of Data
- Backup of Data
- Recovery of Data
- Destruction of Data
- Access to Data

### 3.0 DEFINITIONS

TERM	DEFINITION
Simulation Centre Staff	Any of the Director, Simulation Coordinator, Simulation Technologist, Administrative Assistant, AV Technologist, or Biomedical Technologist.
Facilitator	An individual involved in the delivery of simulation activities under the guidance of the Lead Facilitator.
Participant	Includes students and clients.
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 Different types of data will be acquired and stored in different ways, according to the below table.

*Data Acquisition and Storage:*

<b>Data</b>	<b>Data Format</b>	<b>Data Acquisition</b>	<b>Storage</b>
Simulation Centre Confidentiality Agreement for Simulated Experiences Form	Online Form	Gathered at the Participant Orientation.	Kept on password protected NAIT server with role specific access. Only the Administrative Assistant and Simulation Technologist Supervisor have access to the records.
Simulation Centre Consent and Release (Photography/Media-Broad Purpose) Form	Online Form	Gathered at the Participant Orientation.	Kept on password protected NAIT server with role specific access. Only the Administrative Assistant and Simulation Technologist Supervisor have access to the records.
Feedback (Post-Simulation Survey)	Electronic	Gathered online utilizing the NAIT approved survey tool within two weeks of the simulation event.	Kept on password protected SharePoint in a restricted access folder. Program involved in the simulation event keeps a copy of this information on their password protected server.
Videos	Electronic	Recorded while participants are engaged in the simulation activities.	Maintained on password protected Simbridge server.
Assessments/Grades	Paper or Electronic	Determined by program facilitator while participants are engaged in the simulation activities.	Each program retains the records according to NAIT standards and respective program accreditation standards.

**Note:** Simulation Centre Confidentiality Agreement for Simulated Experiences and Simulation Centre Consent and Release (Photography/Media-Broad Purpose) Forms will be renewed once every academic year.

- 4.2 Records indicating who has signed the Simulation Centre Confidentiality Agreement for Simulated Experiences and Simulation Centre Consent and Release (Photography/Media-Broad Purpose) forms are kept on a restricted NAIT server and is backed up on a daily and weekly basis, as per NAIT Information Technology Services' process. Data kept on SharePoint is backed up by Microsoft; backups are kept for 14 days. Information stored by the programs on the server will be backed up on a daily and weekly basis, as per NAIT Information Technology Services' process.
- 4.3 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, would have to be manually deleted when the video is no longer required.

- 4.4 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.
- 4.5 Electronic access is restricted by password protection and appropriate access levels will be granted. Program facilitators and participants can be given limited access as required (see Simulation Centre Confidentiality Policy, Section 4.5). Assessments and Course Material is the responsibility of the respective program and, therefore, not accessible to Simulation Centre staff.
- 4.6 Video records will be kept for 450 days post the date of recording. At 450 days post-recording, the SimCapture system will automatically delete recordings unless copied for longer term storage. Feedback will remain on the SharePoint in accordance with accreditation and not be deleted. 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 Video Recording Policy
- Freedom of Information and Protection of Privacy Act
- Simulation Centre Confidentiality Policy
- Academic Regulations and Procedures

## 6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
June 29, 2017	Initial draft
January 2020	<ul style="list-style-type: none"><li>• Changed Data Format and Storage for Simulation Centre Confidentiality Agreement for Simulated Experiences and Simulation Centre Consent and Release (Photography/Media Broad Purpose) forms from “Hard Copy” and related storage details to “Online Form” and related.</li><li>• Updated wording for 4.2 to account for Online Forms instead of Hard Copy forms</li><li>• Updated 4.5 to remove Hard Copy document statements.</li></ul>
February 6, 2020	Changes/updates approved by Operational Leadership Council