School of Health & Life Sciences

Policy

Policy Name:	Simulation Centre Data Retention and Storage Policy		
Owner:	Director, Simulation Centre	**Effective Date:**	09/01/2017
Lead:	Administrative Assistant, Simulation Centre	**Review Date:**	09/01/2019
Approved By:	Simulation Centre Steering Committee	**Approval Date:**	11/28/2017
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:

Data	Data Format	Data Acquisition	Storage
Simulation Centre Confidentiality Agreement for Simulated Experiences Form	Hard Copy	Gathered at the Participant Orientation.	Locked filing cabinet in a restricted access area.
Simulation Centre Consent and Release (Photography/Media-Broad Purpose) Form	Hard Copy	Gathered at the Participant Orientation.	Locked filing cabinet in a restricted access area.
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   Class Rosters indicating who has signed the above hard copy forms will be kept in the locked filing cabinet in the Simulation Centre Office. 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   Access to hard copy documents is limited to Simulation Centre staff. 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 not be deleted. Hard copy waivers will be destroyed. 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