



<b>Policy Name:</b> Centre for Advanced Medical Simulation Data Retention and Storage Policy	
<b>Owner:</b> Director, Centre for Advanced Medical Simulation (CAMS)	<b>Effective Date:</b> 09/01/2017
<b>Lead:</b> Administrative Assistant, CAMS	<b>Review Date:</b> 12/19/2023
<b>Approved By:</b> School of Health and life Sciences (SHLS) Operational Leadership Council	<b>Approval Date:</b> 12/19/2023
<b>Related Policies and Procedures:</b>	CAMS Confidentiality Policy, CAMS Video Recording Policy, NAIT SR 2.0 Academic Integrity Policy, Freedom of Information and Protection of Privacy Act 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**

<b>TERM</b>	<b>DEFINITION</b>
CAMS Staff	Any of the Director, Manager, Simulation Technologist, Administrative Assistant, AV 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 Services (ITS)	Provides support to CAMS 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>
CAMS Confidentiality Agreement for Simulated Experiences Form	Online Form	Gathered as part of Participant Orientation.	Kept on password protected NAIT server with role specific access. Only the Administrative Assistant and CAMS Manager have access to the records.
CAMS Consent and Release (Photography/Media-Broad Purpose) Form	Online Form	Gathered as part of Participant Orientation.	Kept on password protected NAIT server with role specific access. Only the Administrative Assistant and CAMS Manager 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 EMS Simulation IQ cloud-based server.
Assessments/Grades	Paper or Electronic	Determined by program facilitator	Each program retains the records

		while participants are engaged in the simulation activities.	according to NAIT standards and respective program accreditation standards.
Equipment Maintenance Records	Electronic- (Healthcare Technology Management Database (HTMDB))	Entered by Simulation Technologist or Biomedical Technologist	Kept on password protected NAIT server and restricted to NAIT staff. Only Simulation Technologists and Biomedical Technologists can add/edit records.

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

- 4.2 Records indicating who has signed the CAMS Confidentiality Agreement for Simulated Experiences and 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 Microsoft’s Azure secure cloud-based server for 450 days (approximately 15 months) then reviewed by the CAMS staff after the 450 days for deletion. If any videos are deemed or flagged not to be deleted after the 450 day window, the facilitator will notify CAMS Staff and a copy of this video will be created and manually deleted when the video is no longer required.
- 4.4 If the software storage fails, EMS Simulation IQ can recover data from Microsoft’s Azure cloud-based service 30 days from the recorded date.
- 4.5 Electronic access is restricted by two-factor authentication and appropriate access levels will be granted. Program facilitators and participants can be given limited access as required (see Centre for Advanced Medical Simulation Confidentiality Policy, Section 4.5). Assessments and Course Material is the responsibility of the respective program and, therefore, not accessible to CAMS staff.

## 5.0 OTHER RELATED DOCUMENTS

- CAMS Video Recording Policy
- Freedom of Information and Protection of Privacy Act
- CAMS Confidentiality Policy
- SR 2.0 Academic Integrity Policy

## 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
November 29, 2023	Reviewed by AV/ITS. Updated to reflect AV system changes and terminology