



Policy Name: Centre for Advanced Medical Simulation Video Recording Policy		
Owner:	Director, Centre for Advanced Medical Simulation (CAMS)	Effective Date: 09/01/2017
Lead:	Administrative Assistant, CAMS	Review Date: 12/19/2023
Approved By:	School of Health and Life Sciences (SHLS) Operational Leadership Council	Approval Date: 12/19/2023
Related Policies and Procedures:	CAMS Confidentiality Policy, CAMS Data Retention and Storage Policy, NAIT SR 2.0 Academic Integrity Policy, Freedom of Information and Protection of Privacy Act 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 CAMS Director, CAMS Manager Simulation Technologists, Administrative Assistant, AV Technologists
Information Technology Service (ITS)	Provides support to CAMS 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 CAMS. While in the CAMS, they will be recorded. There is a sign at each entrance of the CAMS which states "Warning: Audio and Video Recording in Progress."

- 4.2 The AV system (SimulationIQ) requires a login and password to access. The CAMS staff have access to all videos. The CAMS staff can issue generic log in credentials if users don't currently have @nait.ca credentials that will allow them access to the videos recorded for that simulation event.
- 4.3 Participants may review a video if the facilitator has shared a secure URL/link generated by the Simulation IQ software with the students for the session.
- 4.4 Participants are informed that the primary use of the videos captured in the CAMS is education. However, any video captured in the CAMS 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 If the software storage fails, EMS Simulation IQ can recover data using the secondary storage system or 90-day backups from tape.

5.0 OTHER RELATED DOCUMENTS

- CAMS Confidentiality Policy
- CAMS Data Retention and Storage Policy
- School of Health and Life Sciences 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.
November 29 2023	Reviewed by AV/ITS. Updated to reflect changes to AV system data storage and general terminology.