

 CENTRE FOR ADVANCED MEDICAL SIMULATION	Centre for Advanced Medical Simulation Data Retention and Storage Guideline
	QMV-S-001
Author: Manager, Centre for Advanced Medical Simulation (CAMS)	Implementation Date: September 1, 2017
Owner: Director, Centre for Advanced Medical Simulation (CAMS)	Revision Date: August 20, 2025

PURPOSE

The Centre for Advanced Medical Simulation (CAMS) is committed to ensuring that all data is obtained, stored, backed up, recovered, and destroyed in a secure, reliable, and compliant manner. Data management practices adhere to legislative requirements, institutional policies, regulatory requirements, and industry best practices to ensure the protection of confidentiality, integrity, and accessibility.

SCOPE

This procedure relates to the data, audio, video, and content developed or recorded in CAMS. The individual programs utilizing the space are responsible for assessments related to program delivery and grading. This procedure does not extend to third-party platforms or personal content outside of CAMS-related activities.

DEFINITIONS

TERM	DEFINITION
CAMS Staff	Includes the CAMS Director, CAMS Manager, Associate Chair of Simulation and Interprofessional Education, Simulation Technologist Team, Administrative Assistant, AV Technologists, Research Associates, and Biomedical Technologist Team.
Facilitator	An individual responsible for guiding participants through the simulation and debriefing process, ensuring learning objectives are met while maintaining psychological safety.
Participant	An individual engaged in a simulation activity, which may include students, staff, standardized patients, research, clients, and external training partners.
Program Leadership	Refers to the Program Chair, Associate Chair, or Associate Dean responsible for overseeing program operations.
Program Staff/Facilitator	An individual involved in the delivery of simulation activities as part of curriculum in a NAIT program.

RESPONSIBILITIES

This guideline establishes a structured approach to the secure, compliant, and efficient retention and storage of data within the Centre for Advanced Medical Simulation. It ensures that data is managed in accordance with institutional policies, legal requirements, and best practices for research, education, and operations. Each role contributes to the integrity and accessibility of data through specific responsibilities:

- **CAMS Staff** serve as the first point of contact for data handling. They are responsible for accurately labeling, organizing, and securely storing data, as well as ensuring that retention timelines and access protocols are followed.
- **Manager** oversees data management practices, ensures compliance with data retention schedules and privacy regulations, and supports the implementation of secure storage solutions and retrieval processes.
- **Director** provides strategic oversight of data governance, ensures alignment with institutional and regulatory standards, and makes final decisions on complex or escalated data retention and storage issues.

GUIDELINES

PRINCIPLES

Access to data collected and storage within CAMS is managed by the CAMS Manager and Director. These guidelines are in compliance with NAIT's IT 2.3 Data Sharing Procedure and IT 2.2. Data Classification Procedure and in alignment with the School of Health and Life Sciences (SHLS) procedures and structure. The following guidelines apply:

- Access permissions are granted based on role-based requirements and business necessity.
- CAMS staff only access data required for the completion of assigned job responsibilities.
- Requests for access must be reviewed and approved by Director or delegate
- Limited access to data for educational purposes may be provided to program facilitators and participants upon approval from Program Leadership.
- Programs will provide CAMS Staff with appropriate access to program content to support the delivery, development, and facilitation of simulation-based activities or events, upon request. Access requests are provided by Program Leadership.
- Access to recordings/data outside of an individual's program or session is permitted only with approval from Program Leadership and/or the Facilitator that originally recorded or delivered the content
- Access to EMS for non-educational purposes are considered on a case-by-case basis and approved for by the CAMS Director.

Data will be collected, securely stored using various methods as outlined in the table below:

Data Acquisition, Storage and Access

Data	Data Format	Data Acquisition	Storage	Access
Confidentiality Agreement for Simulated Experiences Form	Online Form	Collected as part of Participant Orientation.	Password-protected folder; hosted on the institution's secure ServiceNow platform	Access is role-based and limited to CAMS staff. Other staff may access data only when necessary and with appropriate authorization.
Consent and Release (Photography/Media-Broad Purpose) Form	Online Form	Collected as part of Participant Orientation.	Password-protected folder; hosted on the institution's secure ServiceNow platform	Access is role-based and limited to CAMS staff. Other staff may access data only when necessary and with appropriate authorization
Post-Simulation Survey	Electronic	Collected online utilizing the NAIT approved survey platform (Qualtrics).	Password-protected restricted folder, hosted on the institution's secure SharePoint platform	Only accessible to CAMS Staff
Videos	Electronic	Recorded while participants are engaged in the simulation activities.	Maintained on password-protected Education Management Solutions Simulation IQ (EMS Simulation iQ) cloud-based server.	Access is limited to CAMS staff and authorized facilitators.
Assessments/Grades	Paper or Electronic	Determined by the facilitator(s) while participants	Hosted on the institution's	Each program retains student records according to NAIT policy,

		are engaged in simulation activities.	secure Learning Management System or SharePoint platform	regulatory standards or accreditation requirements.
Equipment Maintenance Records	Electronic	Entered by the Biomedical Technologist Team or Simulation Technologist Team	Hosted on the institution's secure Healthcare Technology Management Database (HTMDB)	Access is limited to authorized members of the School of Health and Life Sciences staff.

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Retention and Destruction

Data kept on SharePoint is backed up by Microsoft, with backups retained for 14 days.

The program is responsible for retaining all student records, including assessments, grades, and evaluations related to simulation activities in alignment with institutional policies, regulatory requirements and accreditation standards.

Videos are stored on Microsoft's Azure secure cloud-based server via EMS Simulation IQ for 3 years.

After the retention period of 3 years, all videos stored on Microsoft's Azure secure cloud-based server via EMS Simulation IQ will be permanently deleted by CAMS staff in consort with NAIT IT. The deletion process will ensure that all data is erased, and a confirmation of destruction will be documented in the CAMS operations meeting

Data acquired during research processes will be governed and secured following the research protocol, adhering to the NAIT Research Ethics Board and ethics approval process.

Any information provided to CAMS through research or other projects may be subject to a Non-Disclosure Agreement (NDA). The NDA must be managed, reviewed, and supported by NAIT's General Counsel to ensure compliance with institutional policies and legal requirements.

Data Recovery

If EMS Simulation IQ fails to update or save information, EMS must be notified.

EMS Simulation IQ must recover data from Microsoft's Azure cloud-based service within 30 days of the recorded date. The recovery process will be initiated by CAMS in consultation with the NAIT

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Information and Technology Services department and documented for review at the CAMS operations meeting.

In the event of a full malfunction, CAMS Staff and NAIT IT will work with EMS Simulation IQ to mass restore the library contents.

All NAIT staff adhere to internal IT related data use and Acceptable Use of NAIT's IT Resources policy

SUPPORTING/RELATED DOCUMENTS

- QMD-S-001 Centre for Advanced Medical Simulation Video Recording
- QMC-S-001 Centre for Advanced Medical Simulation Confidentiality
- [Freedom of Information and Protection of Privacy Act](#)
- SR. 1.0 Student Rights and Responsibilities Policy
- [SR 2.0 Academic Integrity Policy](#)
- IT 4.2 [Acceptable Use of NAIT's IT Resources](#) Procedure
- FO 11.2 Management of Records
- IT 2.2. Data Classification Procedure
- IT 2.3 Data Sharing Procedure

DOCUMENT HISTORY

DATE	ACTIVITY
June 29, 2017	Initial draft
January 2020	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. Updated wording for 4.2 to account for Online Forms instead of Hard Copy forms Updated 4.5 to remove Hard Copy document statements.
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
July, 20 2024	Internal review of policy, updates to language and process
March 21, 2025	Review of policy, updates to access by other programs
March 28, 2025	Simulation Technologist Group review
April 2, 2025	Update links to related documents