



## **University of Otago, Christchurch Simulation Centre (the Centre) Policy Statement on the Recording of Activities**

1. Respect for participants (learners and tutors) and the establishment of a trustworthy learning environment is critical to the Centre and its activities. Every reasonable effort will be made to ensure that all participants feel secure, respected and supported and that they understand the purpose and value of recordings.
2. Education sessions and other activities at the Centre may be recorded for a variety of purposes including:
  - 2.1. facilitated reflection and learning during session debriefing;
  - 2.2. staff development;
  - 2.3. quality improvement purposes; and
  - 2.4. research.
3. Recordings will never be made without the knowledge of all participants.
4. All participants will be given access to this recording policy and will have the opportunity prior to sessions to raise and discuss any concerns they may have.
5. Recordings will not be used for any purpose other than those listed above unless the specific purpose is made known to participants in advance and prior consent has been obtained.
6. Recordings of actual teaching and learning sessions (scenarios and debrief discussions) will not be used for demonstration or promotional purposes i.e. presented at education meetings, conferences or other such events. Should recordings be required for these purposes they will be specifically produced using volunteers who know in advance the purpose and proposed use of the recording and who have given specific consent.
7. Where tutors other than Centre staff, professional actors or volunteers from the community are involved in sessions which are being recorded, specific written consent to be recorded must be obtained from these individuals. The consent must include not only the making of the recording but also the purpose and use of the recording.
8. Where the recording is part of a research project, written consent must be obtained from all participants. Information given to the research participants must include the proposed use of the recordings, the individuals who may access them and the duration of retention.
9. In the event that a session involves several learners/participants, and an individual participant declines consent for recording, dependent on the purpose of the recording, that

individual may be required to opt out of the session rather than the recording being abandoned.

10. Recordings will remain the property of the Centre until such time as they are destroyed.
11. All recordings made for facilitated learning, staff development and quality improvement purposes will be routinely destroyed as follows, unless specific consent for a longer period of retention has been obtained:
  - 12 months after the date of recording for all University of Otago MBChB undergraduate teaching and post graduate Nursing sessions; and
  - 18 months after the date of recording for all other sessions.
12. Recordings made for research purposes will be kept for the duration required and specified within the research protocol.
13. The University will not sell, lend or give the recordings to any other institution or person except where the recording has been made specifically for demonstration/promotional purposes, all participants have given consent to the specified use and distribution of the recording and the Centre Director has specifically authorised the production and distribution.
14. Recordings will be securely stored on a dedicated University of Otago server.
15. Access to recordings is controlled and authority will be granted to users by the Centre Director according to the purpose of the recording and the permission given by participants in the recorded session.
16. The OMS Simulation Lead will also have administrative rights and privileges in relation to the B-Line system and recordings on the server.
17. All users who are given access to recordings are required to adhere to this policy and only access, view and use recordings for their intended purpose.
18. Recordings must not be copied or downloaded except by Centre staff authorised by the Centre Director to do so and then only for specific purposes such as video-editing and where the recording can be managed within the Centre prior to being re-stored on the server.
19. Individuals granted access to the recordings must not display or allow unauthorised viewing of recordings by any party other than those for whom consent has been given.
20. Inappropriate use of recordings and/or breach of this policy will result in removal of access rights to recordings and may result in removal of all access to and privileges within the Centre, and may potentially also lead to professional or disciplinary consequences.

**Audio and/or video recording and the taking of still images by any person other than a member of Centre staff is strictly forbidden without express prior approval.**