

Page 1 of 1	VIDEO RECORDING AND RETENTION	Policy Number:	SC509
		Approved Date:	12/1/2023
		Effective Date:	11/10/2020
		Review Date:	2026

POLICY TITLE: VIDEO RECORDING AND RETENTION

Video Recording

Students are often observed and evaluated through video recording which can be broadcast to a debrief session and/or classroom. Other types of recording may include but are not limited to skills demonstration, skills evaluation or marketing/media recordings. No entity outside the University of Houston College of Nursing (UHCON) may record in the Simulation Centers without the approval of the Dean of the UHCON and the Clinical Learning Coordinator. All students are required to sign an [Authorization for Use of Image](#) form that is uploaded to the UHCON document manager website.

Recording Storage and Access

All digital media produced by the Simulation Centers is currently maintained on a private and secure server. Only approved UHCON faculty and the Clinical Learning Team (CLT) have the ability to access digital media. Access is password protected.

Video Retention

Video records will be maintained in accordance with the [Texas State University Records Retention Schedule](#) (URRS).

- Video recordings archived for educational purposes that are not a part of a student's permanent record will be retained indefinitely until electronically destroyed.
- Formative assessments may be destroyed one (1) year following the student's graduation or dismissal.
- Summative assessments may be destroyed one (1) year following the student's graduation or dismissal.
- Guests participating in Simulation Center activities will be required to complete the [Authorization for Use of Image, Voice, Performance, Artwork or Likeness \(Longer Term Activity\)](#) form. Video recordings of individuals who are not students at the UHCON are destroyed at the completion of the intended educational purpose, unless a written request by the Facilitator is approved by the Clinical Learning Coordinator.

Approved by CON Faculty: 10/02/2020

Approved by Dean Kathryn Tart: 12/1/2023