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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 Andy and Barbara Gessner College of Nursing may record in the Simulation Centers without the approval of the Dean of the Gessner College of Nursing and the Clinical Learning Coordinator. All students are required to sign an [Authorization for Use of Image](#) form that is uploaded to the Gessner College of Nursing 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 Gessner College of Nursing faculty and the Clinical Learning Team (CLT) can 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 Gessner College of Nursing Faculty: 03/01/2024

Approved by Dean Kathryn Tart: 05/09/2024