**Video Record Use and Confidentiality Agreement**

Midwestern University is committed to quality education and training. Toward this end, students are routinely observed and evaluated directly or through *Video Records*. Because video recording creates a potentially enduring record of images, the following document describes the policies regarding use of such records, confidentiality, security, and record retention. An additional section is included for individuals with the potential to be recorded.

These policies must be understood and adhered to by all students, faculty and staff.

1) All *Video Records* generated within the Clinical Skills and Simulation Center (CSC) are maintained on a private network server within the CSC server room. Firewall protection is maintained according to accepted standards of Midwestern University. Access to the server room is limited to the Center Director and authorized IT staff. Access to all *Video Records* is password protected.

2) *Video Record* viewing is controlled on a need-to-view basis. Only those Midwestern University faculty or staff, with a legitimate educational need (ordinarily those faculty or staff associated with the CSC and/or the educational program, course or curriculum for which that *Video Record* was generated) will have access to *Video Records*.

3) The Center Director in conjunction with the originating course director and the CSC Simulation Technologist will manage the permission to view and use *Video Records* by authorized faculty, staff, and/or students. Any other use of *Video Records* requires permission and authorization as described within this agreement.

4) Regardless of accessibility, no faculty or staff will view or use any *Video Records* without first submitting a duly executed and signed Video Record Use and Confidentiality Agreement.

5) *Video Records* obtained in the course of education can be used to:
   - Provide feedback to students to improve their performance;
   - Formally assess student achievement and/or competency;
   - Help evaluate and improve college or program curriculum;
   - Evaluate and improve our teaching and assessment processes using human and non-human simulations;
   - Aid in the teaching of future students (Institutional Purpose);
   - Research (Scholarly Purposes)

6) In instances when *Video Records* may be used for Institutional Purposes and there is a recognizable image of a student, faculty, or Standardized Patient (SP), written permission of those individuals will be obtained prior to the use of any such images. This permission will stipulate the specific use(s) of the *Video Records*, including the duration of use. The individual(s) reserves the right to agree or disagree to its use with or without stipulations. Such stipulations may include limitation to specified use(s) or the de-identification of features or voice so as to diminish the likelihood of recognizing the identity of the individual. All stipulations will be documented in the consent. Even after such consent has been granted, individuals retain the right to revoke their consent at any time.

*For the purposes of this agreement, *Video Records* shall include all forms of analog and digital media designed to capture and store images and/or sound.*
7) In instances when for Scholarly Purposes Video Records and/or data obtained from them may be used for research, IRB review and approval is required. Depending on the nature of the proposed research, the IRB may or may not require written informed consent from individuals with recognizable images. Regardless, all research personnel who have access to Video Records must still be authorized for such access as specified above. IRB-approved uses of Video Records may include retention policies that are different than those described herein and will prevail in these circumstances.

8) Video Records will be maintained in accordance with Midwestern University Record Retention and Destruction Policy.
   - Video Records that are not a part of a student’s permanent record will be retained until electronically destroyed, normally one year following the student’s graduation or within one year of the end of the student’s tenure as a designated Midwestern University student, whichever comes first.
   - Video Records that are considered a part of an official student record or portfolio such as those created during high-stakes assessments (i.e., those that regulate student progress through a MWU curriculum) may be retained longer, as outlined in the Midwestern University Record Retention and Destruction policy.

9) Any copying, duplication, or other form of distribution of audio or video footage released by the CSC is prohibited. Violation of this policy may result in student dismissal or faculty/staff termination.

Consent for Video Recording (for student, faculty, SP)

I, _______________________________ hereby authorize the Midwestern University Clinical Skills and Simulation Center to video record me for the purpose of teaching, learning, review, and evaluation. I hereby assign all rights to the release and retention of Video Records to the Clinical Skills and Simulation Center as outlined in this agreement. I understand that Video Records will be used for educational purposes only. Any other use will require specific written permission. _____ Initials
I certify that I am over 18 years of age. _____ Initials

____________________________________
Signature of User Date

____________________________________
Signature of Witness Date

____________________________________
Signature of CSC Director Date

*For the purposes of this agreement, Video Records shall include all forms of analog and digital media designed to capture and store images and/or sound.*