**Title: CAPE Audio/Video Retention Policy**

**Effective Date: Approved by the School of Medicine Data Warehouse Governance Council 6/2/2015**

**Policy Goal:** This policy is intended to ensure that this data is maintained as necessary for teaching, learning and assessment purposes while recognizing that there are significant costs associated with maintenance of this data.

**Purpose:** We recognize the critical role of audio/video (henceforth referred to as video) recording and review in both the training and assessment of our learners, educators and other customers.

**Scope:** This policy and procedure is to be followed by all CAPE staff and clients.

**Policy:**

* All assessment videos (formative and summative) will be held until the learner’s graduation
* All non-assessment session videos will be held for 3 months from time of recording unless specifically requested by the contracted customer
* All research video data will be held as dictated in the approved COMIRB protocol

If faculty or other customers require video data to be maintained longer than stated in this policy, requests will be considered by the Director and Lead IT Technician. All requests for extensions should be made at the time of contracting to ensure that data is appropriately maintained. Depending on the duration of storage necessary, options may include:

* Transfer to an alternate data storage option paid for and maintained by the customer. Transfer requests will only be issued in compliance with confidentiality policies for video data
* Additional charges for maintenance of the data on the CAPE servers

**Procedures:**

All deletion and tracking will be done by Lead IT Technician