

Recording Policy & Consent

The purpose of this Policy is to provide guidelines for the Michael Tang Regional Center for Clinical Simulation (“Tang Center”) at Touro University Nevada’s (“TUN”) use of recording devices in support of its educational mission, as well as quality assurance, security, emergency response, public safety, and crime prevention efforts. The Tang Center and TUN are committed to further improving the quality of life of the campus community by integrating the best practices of technology use for education, safety, and security.

The principles of this Policy:

- “Recordings” (or singular, “Recording”) shall include still photographs, negatives, video stills, video recordings, and audio recordings, regardless of recording format or preservation format. All Recordings shall comply with all applicable local, state, and federal laws, including the Family Educational Rights and Privacy Act (FERPA).
- All activities in the Tang Center are recorded. Requests to disable Tang Center *video* recording equipment must be made at least five (5) business days in advance to the Tang Center Director or Manager, who is the sole decision-maker regarding whether to disable video recording equipment. Audio may still be recorded despite the absence of video recording.
- Recordings may be monitored live and in real time, or viewed at a later time, by Tang Center staff and/or TUN faculty responsible for the TUN course held in the Tang Center.
- Recordings are made for educational and quality assurance purposes. However, as required, recordings may also be used for safety and security purposes.
- Any Recording recorded, collected, or preserved in any manner is the property of TUN.
- No attempt shall be made to alter any part of any Recording.
- Recordings are kept per FERPA guidelines. Recordings are stored in the Canadian Aviation Electronics (CAE) cloud, available online to those with access.
- Only Tang Center staff and TUN department faculty assigned to courses held in the Tang Center shall have access, for educational and quality assurance purposes only, to the Recordings of TUN courses held in the Tang Center. TUN students shall have access to only those Recordings in which they appear, and only upon the request of TUN faculty on behalf of the student.

- Should access to the recordings be required for safety or security purposes, the access to and use of the Recordings shall be governed by the TUN Security Camera System Policy and Procedure.
- Should access to the Recordings be required for academic integrity purposes, confidential access may be granted to the appropriate parties to review and use the Recordings.
- Any diversion of Recordings for any purpose other than education, quality assurance, safety, or security concerns (i.e., monitoring of political or religious activities, personal gain) is therefore prohibited by this Policy.

Recording Consent Forms (“Consent Forms,” or “Consent Form” in the singular) for the Tang Center are required as follows:

Failure to execute a Consent Form as required below shall result in the individual being refused entry into the Tang Center, until and unless the individual executes a Consent Form.

- **TUN STUDENTS** must execute the Consent Form in order to access the Tang Center for any reason, including participating in simulated medical education activities which may be required as part of your coursework. You must execute the Consent Form below *at least five (5) business days prior to your first time entering the Tang Center*. Failure to execute the Consent Form below will result in you being denied access to the Tang Center.

If you fail to execute the Consent Form below and are denied access to the Tang Center, you are required to inform the course instructor, and discuss any academic repercussions with them. TUN, THE TANG CENTER, AND THEIR EMPLOYEES ARE NOT RESPONSIBLE FOR ANY REPERCUSSIONS RESULTING FROM YOUR FAILURE TO EXECUTE THE CONSENT FORM.

- **TUN FACULTY AND STAFF** must execute the Consent Form below in order to access the Tang Center for any reason, including, but not limited to, performing any of the requirements of your employment, conducting tours, and attending meetings in the Tang Center. You must execute the Consent Form below *at least five (5) business days prior to your first time entering the Tang Center*. Failure to execute the Consent Form below will result in you being denied access to the Tang Center.

If you fail to execute the Consent Form below and are denied access to the Tang Center, you are required to inform your supervisor, and discuss any repercussions with them. TUN, THE TANG CENTER, AND THEIR EMPLOYEES ARE NOT RESPONSIBLE

FOR ANY REPERCUSSIONS RESULTING FROM YOUR FAILURE TO EXECUTE THE CONSENT FORM.

- The executed Consent Form will be kept on file with the Tang Center Manager or Director, who shall be responsible for storing the Consent Form through the end of the academic year. Upon the new academic year, or upon an update to this Policy, you must execute a new Consent Form no later than five (5) business days prior to entering the Tang Center.

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Consent to Photograph, Video, or Audio Recording

The undersigned does hereby agree and authorize all respective employees of Touro University Nevada (TUN) to use Recordings of their participation in simulation activities for the purposes of education, research, medical journal/publication, and/or marketing and related TUN organizations, as well as TUN-related safety and/or security purposes.

Uses for Recordings may include but are not limited to: news releases, website content, printed marketing brochures, training/educational material, or other authorized forms of organizational communication (internal or public) without compensation of any kind. Identification of Subject will be limited to role only (e.g., medical student, nurse, etc.); Subject will not be identified by name.

The undersigned does hereby release and relinquish all rights and privileges to all aforementioned Recordings while relinquishing all current and future rights and interests for the purposes contemplated herein.

The undersigned does further release, waive, and discharge any claims of any kind or nature arising out of or relating to the use of the Recordings for any purpose.

Print Name: _____ Date: _____

Signature: _____

TOURO UNIVERSITY NEVADA STUDENTS

Program: _____ Student ID: T # _____

Graduation Year: _____

TOURO UNIVERSITY NEVADA FACULTY & STAFF

Department: _____ Touro ID: T # _____