

Clinical Video Policy & Procedures

Purpose & Scope

This policy and procedure document governs the use of the Clinical Video System(s) in use by the College of Education and Allied Professions at WCU. This is subordinate to other applicable university policies.

Applicable University Policies (though not necessarily an exhaustive list):

[Policy 97 – Data Security and Stewardship](#)

Related: [Data Handling Procedures](#)

[Policy 122 – Video Capture Policy](#)

Definitions

Clinical Video System (CVS) – a system designed to stream, record, store, and playback video from settings that may be considered “clinical” or sensitive in nature.

Video session – any event where the clinical video system will be used to record and/or stream video in one of the video recording rooms.

Data Stewardship

The head of the unit using the CVS is responsible for the security of the video data, and will be called the Unit Data Steward (UDS). The Division of IT shares responsibility in stewardship and management of all digital systems that are a part of the CVS.

Clinical Video Procedures

- Faculty, staff, and/or students conducting video sessions and who will appear in the video session, must give consent to being included in the video session if it will be used for purposes beyond evaluation in the course. It is strongly recommended that the UDS ensure instructors obtain this consent for all students in a class that requires video sessions at the beginning of the academic term. The record of consent for each person in a video session will be securely stored by the UDS or designee until the video recording of the session is purged.
- Clients for a clinical assessment session must consent to being included in the video prior to each video session. The record of consent for each person in a video session will be securely stored by the UDS or designee until the video recording is purged.
- Consent forms, whether in paper or digital form, must be approved by the WCU Legal Counsel Office.
- All video sessions, whether streamed live or recorded, will be used for educational and training purposes only.

- Sessions where the CVS will be active must be scheduled and activated by the UDS or a faculty member designated with scheduling rights by the UDS.
- All video sessions that will be viewed live will only be viewed by the UDS and faculty/staff designated with viewing rights by the UDS. The person(s) watching the live feed must be the only person(s) in a room with windows blocked. If the person(s) watching the live feed is/are interrupted or must leave the room, that viewer(s) must terminate the live session from display on his/her computer. The person(s) watching the video must use an audio headset or have the volume turned down low enough so the video session cannot be heard beyond the room.
- Video sessions that are recorded may be viewed by:
 - The UDS
 - Faculty/staff with viewing rights designated by the UDS
 - Students that participated in the video session
- All video sessions that are viewed as a recording will only be viewed by those authorized. The person(s) watching the recording must be the only person(s) in a room with windows blocked. If the person(s) watching the recording is/are interrupted or must leave the room, the viewer(s) must terminate the playback session from display on their computer. The person(s) watching the video must use an audio headset or have the volume turned down low enough so the video session cannot be heard beyond the room.
- All video sessions will be stored for 120 days and then purged from the system. The UDS can, with the advice of the designated faculty/staff viewers, elect to archive a video session for an extended period of time, upon the permission of the dean of the college. Consent records for those in the video must also be maintained for that period of time.
- The UDS can have video purged before the 120 days if deemed necessary.
- The UDS, and only the UDS, can, with the advice of the designated faculty/staff viewers, request IT to extract all or a portion of a video session from the CVS to show for educational and training purposes, provided the consent records for all persons in the video are on file. No other user can request extraction of video from the CVS.
- Each UDS, in consultation with the designated faculty/staff, will create a set of naming and metadata conventions for video sessions that are sufficient to identify the session but does not include sensitive data such as SSN.
- The CVS is explicitly excluded from all WCU data backup requirements to ensure no additional records of video will be available outside the secure system. The risk of hardware failure and data loss is accepted by all units using the system to mitigate the release of video. The CVS hardware age and warranty status will be reviewed once per year to ensure continued operation.

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