

DATA PROTECTION POLICY FOR 'OCCASIONAL' SIMULATED PATIENTS

1. Instructions for medical students:

- a. Any person who is not a St Andrews medical student, member of staff or 'Professional' Simulated Patient (SP) must sign a consent form before filming. This is the medical student's responsibility. It is assumed that a Professional SP or member of staff has given general consent through signing their contract.
- b. The consent form must be captured at the beginning of the film and placed in the consent forms box as proof of consent.
- c. Any videos without consent forms displayed will be deleted by the systems administrator.

2. Information for the 'Occasional' Simulated Patient. This information applies to students and staff who are not members of the School of Medicine:

- a. You have been asked to participate in this video as a simulated patient. The student capturing the video has asked you to act as a patient to allow them to practise their clinical skills.
- b. The video will be stored under the SunID of the person capturing the video.
- c. The video will be stored securely on servers held within the Medical School. The videos will be deleted on or around the 30th September each year after the graduation of the student cast member.
- d. The videos are streamed and can only be viewed from their personal video portfolio (MedVu). The student can choose to share this video with a member of the Medical School staff or with a fellow medical student. The video can only be viewed from the University of St Andrews campus or through Eduroam wireless network, which may be available on other University campuses.
- e. Before the filming starts you must be clear about the subject of the video and content with what will be filmed. By signing and displaying the signed consent form at the start of the film you indicate your consent.
- f. If, at any time, you wish to see any video with you participating as a simulated patient then you will be required to provide information on the date and name of video capture and the name of the student capturing the video.

3. Indication of consent. Occasional SPs should read and sign the consent form and hold a copy to the camera at the start of filming.