

## **Regulations of the Centre of Medical Simulation of Wrocław Medical University**

### **§1 General provisions**

1. The Centre of Medical Simulation of Wrocław Medical University (hereinafter referred to as “CSM”) is an independent faculty unit, subordinate to the Dean of the Faculty of Medicine, established based on the Order No. 67/XV R/2017 of the Rector of Wrocław Medical University of 26 June 2017 on the establishment of the Centre of Medical Simulation at the Faculty of Medicine.
2. The Centre of Medical Simulation is a unit established within the framework of the project “Teaching development at the Medical Simulation Centre in Wrocław” under the Development Program of Wrocław Medical University, co-financed by the European Union, the European Social Fund, under the Operational Programme Knowledge Education Development.
3. The Regulations hereby set forth:
  - 1) rules for using the CSM premises, infrastructure and equipment;
  - 2) rules applicable during educational classes at CSM;
  - 3) rules for video monitoring operation at CSM.
4. CSM premises shall be understood as:
  - 1) Educational premises:
    - a) simulation rooms,
    - b) teaching rooms,
    - c) debriefing rooms;
  - 2) Changing rooms and locker rooms;
  - 3) Warehouses;
  - 4) Corridors and toilets;
  - 5) Social rooms;
  - 6) Office.
5. CSM staff:
  - 1) Manager;
  - 2) Educators;
  - 3) Simulation technicians;
  - 4) Academic teachers;
  - 5) Research and teaching staff - registered teachers visiting the University and carrying out classes at CSM;
  - 6) Students supporting education at CSM;
  - 7) Administrative staff.

### **§2 Rules for using premises, infrastructure and equipment**

1. Smoking tobacco products and e-cigarettes, as well as consuming drinks and food, is strictly forbidden on the CSM premises, except for the area designated for this purpose, i.e., seats near the locker room (level -1).

2. Outerwear, bags and other items shall be left in the locker room and changing rooms. CSM is not responsible for items left unattended.
3. All those present on the CSM premises are obliged to maintain order and take care of the CSM equipment and facilities.
4. The devices shall be used only for their intended purpose and in the manner indicated by the person conducting the classes.
5. The equipment necessary to carry out the teaching process related to the subject of the classes shall be used only under the supervision of the instructor or a CSM technician.
6. Damage to equipment resulting from improper use or failure to follow the instructor's directions will be compensated by the perpetrator(s) of the damage.
7. If any irregularities in the equipment operation are noticed, they should be immediately reported to the CSM staff.
8. If there is a risk of equipment damage caused by students or instructors due to its improper use or use without teacher supervision, CSM staff has the right to interrupt the classes.
9. The use of electronic devices is forbidden on the CSM premises, except for those permitted by the CSM staff.
10. Connecting devices to electrical sockets at the CSM premises is possible only with the consent of the CSM staff.
11. All those present on the CSM premises are obliged to comply with these Regulations, and with OSH and firefighting rules. Any accident or threat shall be immediately reported to the instructor or a CSM staff member.
12. All those present on the CSM premises are obliged to behave in a way that does not threaten the safety of other people.

### **§3**

#### **Rules applicable during educational classes**

1. Only students and academic teachers conducting classes according to the schedule are allowed to enter the teaching rooms. Bringing unauthorized persons into the CSM premises is not allowed.
2. Bringing outerwear, bags, backpacks, electronic recording equipment (voice recorders, cameras, etc.), food or drinks into the teaching rooms is not allowed.
3. During practical classes, it is required to change footwear, wear protective clothing mandatory for the medical profession, and have an identification card (student or employee ID of Wroclaw Medical University).
4. Leaving the teaching rooms on your own during classes is not allowed.
5. Consuming food and drinks during classes is not allowed.
6. Removing CSM equipment and accessories from teaching rooms is strictly forbidden.
7. Staying in teaching rooms outside of scheduled classes is not allowed.

### **§4**

#### **Rules for video monitoring operation**

1. The purpose of video monitoring at the CSM is to ensure the security of people and property on the CSM premises, following the regulations on video monitoring of Wroclaw Medical University.

2. The video monitoring system consists of:
  - 1) cameras recording events inside (stairwells, corridors) and in the area adjacent to the building;
  - 2) devices recording and saving images on physical media;
  - 3) monitors allowing to view recorded events.
3. Video monitoring operates 24 hours a day.
4. In all matters related to the operation of video monitoring, the appropriate department is the Technical Service Department of Wrocław Medical University.
5. Places covered by video monitoring are marked with information boards containing a camera pictogram and appropriate information regarding the processing of personal data.
6. The teaching rooms are equipped with devices recording images and sound during classes conducted using methods based on medical simulation. Audiovisual recordings are used to conduct debriefing (discussion of activities) carried out by the participants of the recording immediately after the end of the classes.
7. Information on the use of audiovisual monitoring during classes, in the form of an appropriate graphic sign, is available at the entrance to each of the monitored rooms.
8. Each person joining classes conducted using methods based on medical simulation must consent to the processing of personal data in the form of audiovisual recordings made for teaching purposes referred to in section 6, in the form of a declaration annexed hereto as Annex No. 1. The declaration shall be submitted to the CSM administration.
9. University employees gain access only to audiovisual recordings of simulation scenarios in which they participated.
10. Audiovisual documentation of simulation classes may be made available to interested persons based on a previously submitted written application, with the consent given for a specific purpose by the University Authorities and persons participating in the simulation scenario indicated in the application.
11. Data from the recorded classes may be used for scientific purposes and publications while maintaining the participants' anonymity.
12. The use of audiovisual recordings containing images of identified or identifiable participants of simulation scenarios for educational purposes other than those indicated in section 6 or to publish information materials on the CSM activities, is possible only after the participants express separate consent to the processing of personal data and dissemination of the image, following the template annexed hereto as Annex No. 2.
13. Recorded materials cannot be used for commercial purposes.
14. Providing access to audiovisual documentation and all information on the recording in the context of exercising rights referred to in Chapter III of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation), shall be carried out under universally applicable legal provisions, with the consent of the Data Controller and must not adversely affect the rights and freedoms or violate the personal rights of third parties.

15. Recordings from simulation sessions are stored by CSM for the period necessary to conduct educational classes but for not longer than a period of 90 days from the recording date. After the indicated period, the recordings are deleted.
16. If the recordings constitute evidence in proceedings conducted under legal provisions or the University Authorities have been informed that they may constitute evidence in proceedings, the period specified in section 15 is extended until the conclusion of the proceedings.
17. Audiovisual recordings are stored on the University's servers designated for this purpose. Only employees with personal authorizations to process personal data in this regard, issued under the Personal Data Protection Policy of Wrocław Medical University, have access to the collected materials.

## **§5**

### **Processing of personal data**

1. The Controller of personal data, within the meaning of Art. 4 point 7 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR"), regarding the data of participants of classes conducted using methods based on medical simulation, is Wrocław Medical University, with its registered office in Wrocław 50-367, ul. Wyrzeże Pasteura 1, hereinafter referred to as the "Controller", and represented by the Rector.
2. The Controller has appointed a Data Protection Officer who can be contacted regarding issues associated with the processing of personal data at e-mail: [iod@umed.wroc.pl](mailto:iod@umed.wroc.pl).
3. Your personal data will be processed for the following purposes:
  - 1) educational as referred to in §4 sec. 6 of these Regulations;
  - 2) scientific and publishing as referred to in §4 sec. 11;
  - 3) educational, other than those referred to in point 1 and for publishing information materials purposes, after separate consent as referred to in §4 sec. 12;
  - 4) ensuring the security of individual persons and property;
  - 5) fulfilling the legal obligation imposed on the Controller in case of publishing information materials.
4. The legal basis for the processing of your personal data is:
  - 1) Art. 6 sec. 1 letter (a) GDPR, i.e., your consent to the processing of personal data;
  - 2) Art. 6 sec. 1, letter (f) of the GDPR, i.e., the execution of the legally justified interest of the Controller, which is to ensure the security of individual persons and property through video monitoring;
  - 3) Art. 6 sec. 1, letter (c) of the GDPR, i.e., the legal provisions to which the Controller is subjected, in particular concerning archival obligations in case of publishing information materials.
5. The Controller does not share your personal data with any recipients, except in cases where such an obligation arises from universally applicable legal provisions;
6. The Controller may entrust another entity, by way of a written agreement, with processing your personal data on behalf of the Controller;

7. The Controller will store your personal data for the period necessary for processing purposes specified in §4 of these Regulations, and in the case of publishing informational materials, for not less than the period set forth in the archival regulations. If you withdraw your consent to the processing of personal data, the Controller will store your personal data no longer than until the withdrawal of this consent.
8. In the cases, under the terms and in the manner specified in the applicable regulations, you have the right to: access your personal data and rectify them (Art. 15 and 16 of the GDPR), erase your data (Art. 17 of the GDPR), limit the processing of your data (Art. 18 of the GDPR), object to the processing of your data (Art. 21 of the GDPR), transfer your data (Art. 20 of the GDPR) and withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.
9. You have the right to file a complaint to the Supervisory Authority – the President of the Personal Data Protection Office – if you suspect that your personal data are processed by the Controller in violation of the law.
10. Providing your personal data is not obligatory, however, failure to provide them will result in the inability to actively participate in classes conducted using methods based on medical simulation.
11. Your personal data will not be subjected to automated decision-making, including profiling, as referred to in Art. 4, point 4 of the GDPR, which is a form of automated processing of personal data consisting of using personal data to evaluate certain personal aspects of a natural person.