

## SYRACUSE UNIVERSITY

SCHOOL OF EDUCATION  
COUNSELING AND HUMAN SERVICES

### Data Transferring and Storage

The *ACA Code of Ethics* and Health Insurance Portability and Accountability Act (HIPAA) require that all devices with client data (e.g. session recordings, progress notes, case conceptualization notes) be password protected. This includes computers, tablets, flash drives, and cell phones.

CHS students are required to utilize either the SIMULATIONiQ Counseling platform or the 16GB Corsair Flash Padlock Thumb Drive to secure all client data. Transfer of videos or documentation from a local device must happen within 120 hours of the creation of the data. Upon data transfer, the session and documentation must be deleted from the device both locally and in “deleted” repositories (e.g. – trash, recycling bin).

Under no circumstances should recordings be placed online, even if the website is password protected. Also, client data should not be uploaded to any cloud sites other than the SIMULATIONiQ Counseling system. This includes HIPAA compliant sites.

### Computer: File Storage

You must password protect any computer or device that contains session data. Also, all session data should be stored using encryption on either the SIMULATIONiQ Counseling platform or a 16GB Corsair Flash Padlock Key Thumb Drive.

### Flash Drive: Transfer and Storage

Clinical coursework requires the use of the SIMULATIONiQ Counseling platform for transferring and storing videos. If unique circumstances require transfer and storage beyond the scope of the SIMULATIONiQ Counseling system, students are required to purchase and only use a 16GB Corsair Flash Padlock Thumb Drive. This flash drive needs to be dedicated to your clinical coursework in that only counseling videos and materials for clinical courses should be saved on the jump drive. The jump drive should be used across all clinical experiences. Because you will periodically submit counseling sessions for faculty and supervisor review, you will need to share with faculty members and instructors the code for accessing your Corsair Secure Key Thumb Drives.

### Encryption

CHS students must use the SIMULATIONiQ Counseling platform or a 16GB Corsair Flash Padlock Thumb Drive to secure their client data.

### End of Semester Deletion of Data

CHS students will delete all recordings and notes stored on the 16GB Corsair Flash Padlock Key Thumb Drive by the last day of the semester in which the student is enrolled in a clinical course. They will ensure that all data is deleted from repositories (e.g. – trash bin, recycling). The EMS system has an automatic purge schedule for recordings and notes after the semester’s end date.

### Acknowledgement of CHS Policy and Procedures on Data Storage and Transferring

CHS students enrolled in clinical courses must sign the Acknowledgement Form to indicate that they understand the ethical protocol associated with data transferring and storing. This process will be coordinated by the appropriate course instructor.