



The Tavistock and Portman
NHS Foundation Trust

DISKASHUR ENCRYPTED DRIVES FOR CLINICAL RECORDINGS 2019/20

TEL

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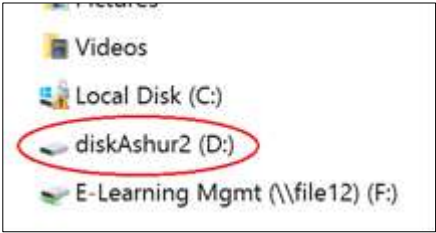
1. Background

If you are undertaking clinical video/audio recording as part of your training at the Trust, you will be issued with a DiskAshur encrypted portable hard drive and a PIN.

Caldecott Guardian rules stipulate that clinical recordings on an unsecured device such as a DVD may not be taken out of the building in which it was recorded. A recording may be of a family therapy session.

The DiskAshur has corporate-level hardware encryption. This means that if you mislaid the DiskAshur and it contained clinical recordings, these would not be accessible to an unauthorised third party.

The DiskAshur is a USB device. You can plug it into any USB port on a PC, Mac or device. But unless the PIN is entered, the drive will not be recognised.

	<i>DiskAshur is plugged into the PC's USB port but is not recognised as an extra drive.</i>
	<i>Once the PIN is entered, the PC recognises the drive and gives it the name diskAshur.</i>

For trainees in the Clinic (120 Belsize Lane), TEL will transfer your DVD recordings to your DiskAshur. Trainees at remote sites are responsible for managing their own transfers in collaboration with their tutor.

You can find more information on the use of the drives and our recording suites on our [AV webpage](#).

2. The DiskAshur drive





There are two models of drive available in the Trust. There are functionally identical although the drive activation sequence is different.

Use these images to identify the model you have been given.

Model A (square corners, oval buttons)	Model B (rounded corners, rectangular buttons)
	

3. Activating your drive

The DiskAshur is a portable hard drive. This means it is much faster and more stable than a USB stick. You simply plug it into a USB port and enter your code. The sequence is given below.

Model A		<ol style="list-style-type: none"> 1. Plug your drive into a USB port 2. Enter your 6-digit PIN 3. Press the unlocked padlock icon. <p>The lights will flash and settle on green.</p>
		<p>Press Cancel to eject the drive.</p>
Model B		<ol style="list-style-type: none"> 1. Plug your drive into a USB port 2. Press the unlock padlock icon 3. Enter your 7-digit PIN 4. Press the unlocked padlock icon again. <p>The lights will flash and settle on green.</p>
		<p>Press the locked padlock icon to eject the drive.</p>

4. Agreement for the use of a DET DiskAshur Hard Drive

In signing to use a Diskashur for the academic year, you agree to the following terms.

1. You are liable for the full replacement cost of the DiskAshur should you lose it or break it. You will be invoiced if it isn't returned by the due date.

2. You must return the Diskashur to the fifth floor Multimedia Centre before the 31st of August in order that it can be reformatted and prepared for re-issue.
3. Clinical material on the Diskashur must not *under any circumstances* be transferred or copied to any other media or device such as a laptop or PC for playback, editing or archiving. Clinical material must remain on the DiskAshur for the duration of your use of the drive. All editing must be done directly on the drive.
4. Any project files that are produced as a result of video editing must be created, stored and remain on the Diskashur. They must not be mirrored or exist on the hard drive of a PC or laptop.
5. Any DVDs produced as a result of clinical recordings made in the Clinic's studios (120 Belsize Lane) must be ripped and the video file placed on your Diskashur. The TEL unit on the fifth floor will undertake this process for you. Trainees at remote sites are responsible for managing their own transfers in collaboration with their tutor.
6. Unsecured DVDs containing clinical recordings **may not** be transported in a Trust envelope. If your clinical session finishes outside TEL's office hours, please make suitable provision to store your DVD recording until it can be transferred to your Diskashur.
7. You are required to store all clinical recordings undertaken while studying with the Trust on your DiskAshur. Ensure you transfer these from your recording device or media. Recordings brought to the Trust for vivas from outside placements must be on the DiskAshur. DVDs are no longer acceptable.
8. If you misplace your DiskAshur drive, please contact the TEL Unit immediately (0208 938 2073 / 0208 928 2291). While the patient data (recording) will remain secure, a report will need to be made to the Trust's IG Manager.

This document is aligned to the Trust's procedure for *Obtaining consent to record patient sessions* <https://tavistockandportman.nhs.uk/documents/7/procedure-consent-record-patient-sessions.pdf>, specifically 7.2 *Viewing sessions outside the clinic*.

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