RCC/SSCY Data Access and Storage Guideline

RCC 10.30.20

Appendix E

The purpose of this guideline is to provide clear direction to researchers on the processes, timelines, and expectations for accessing and storing RCC data to ensure that privacy, data safety and security is maintained, and that timelines are planned appropriately.

Data Access

- All approved research projects requiring data accessed from RCC/SSCY records need to submit the following approval letters to the privacy officer and research associate:
  o Provincial Health Research Privacy Committee (PHRPC) Approval
  o Ethics approval letters
  o RCC impact approval

The PI is responsible for submitting requests for logins/swipe cards/drive connections and other requests. Please allow three weeks to process requests and gather data. You may be required to budget for Accuro, swipe card costs and additional software not supplied by IT. Laptops may be available but not guaranteed.

Note: Any change in personnel requires a letter to ethics. It will take time at RCC/SSCY to add/change team members for swipe card and Accuro access.

Data extraction will follow exactly what is outlined in the PHRPC application or the RCC Data Access and Disclosure Plan. The timelines outlined and approved in your application will be the dates you are able to access data. If you anticipate extensions will be required, you should apply for the necessary extensions and forward approvals to the research department and privacy officer as soon as possible (or at least one month prior to expiry). If the data collection end date has passed **the account will be deactivated**. For any extensions after the approved data collection timeframe time will be required to reactivate and this risks disruption to your research project. Please be proactive about communicating data collection timeframes, when residents or research staff are planning to access data, and possible delays.

Data Storage

- Data needs to be collected onsite using RCC computers and stored on RCC secure servers within the research drive or uploaded to REDCap directly for projects where data is being merged/transferred off-site.
- If the researcher does not have access to an RCC computer, laptops may be available for on-site use to access the secure drive. Email the research department as soon as possible to enquire about the availability of a laptop to borrow if this need is anticipated.
- Research staff accessing Accuro records after regular office hours must request access from management and work within the hours security is on-site. They must have a separate research account for Accuro access.

- Students/staff collecting data onsite that are not RCC clinicians will require at minimum the following permissions:
  - Building swipe card access
  - Accuro access
  - RCC account
  - Applications may require additional access to information (eChart, DI viewer)
  - PHIA- Pledge of Confidentiality completed within past 3 years
- Research staff must familiarize themselves with the appropriate RCC policies
  This may include:
  - RCC 7-.10.45 Working alone at SSCY centre
  - SSCY 70.10.92 Key access and control
  - 70.10.93 Photo Identification with forms
  - ADM 3.92 Access to Personal Health Information for Health Research
  - 10.30.20 Research and Program Evaluation Access (guideline must be read prior to signing the RCC application)
- Each project will have their own folder on the secure RCC research drive for data collection and analysis
- Any documents with personal information must be password protected (e.g., participant master lists)
- Once data analysis is complete, anonymized data in aggregate form can be kept in the folders and can be stored on the H: drive for 7 years if the PI is an RCC employee.
- Non RCC staff must responsibly store the data as outlined in their ethics submission. No personal identifiers or master lists may be removed from the secure research drive.
- Any files with Personal Health Information need to be destroyed as soon as the study is completed or at the time specified within the approved ethics application.