Creating a Research Data Security Policy at UNC

Jane Monson
Digital Initiatives Librarian
University of Northern Colorado

http://digitalbevaring.dk/
Key Participants

• Assistant Vice President for Research
• University CIO
• Director of Technology Systems and Services (IM&T)
• Security Analyst (IM&T)
• Director of Sponsored Programs
• Dean, Associate Dean of University Libraries
• Director of Education Innovation Institute
• Faculty member in Applied Statistics and Research Methods
Background

• Growing awareness of need for systematic approach to research data management on campus

• Guidelines needed to protect personally-identifiable information resulting from research involving human subjects, in keeping with funder requirements

• Used existing policy from Harvard as model
5 Levels of Data Security

• Level 1: De-identified research information about people and other non-confidential research data
• Level 2: Benign information about individually identifiable people
• Level 3: Legally protected sensitive information about individually identifiable people
• Level 4: Very sensitive information about individually identifiable people
• Level 5: Extremely sensitive data about individually identifiable people
Overview

• Level 1 has no security requirements except that the researcher must apply for IRB approval
• Levels 3-5 are considered “sensitive research data” and require that the project investigator prepare a data security plan; researchers must undergo training in information security
• Level 2 has 16 security requirements, Level 3 has 27, Level 4 has 38, Level 5 has 47
Types of Requirements

• Physical security
  – Controlling access to physical sites where data are stored, acceptable means of data storage/sharing, data collection protocols, data backup/disposal

• Network security
  – User accounts/authorization, passwords, firewalls, antivirus software, system logs/patches, security incident handling

• File security
  – Data encryption
Future Steps

• Establish a group to continue to address data management considerations
• Integrate digital repository more fully into data management program
• Consider processes to allow future researchers access to restricted data
• Consider processes for long-term data preservation
Download the Policy

http://www.unco.edu/research/conduct.html