

Data Handling Summary

Version 1.0

Date 20.10.2016

Document Information

Reference	IRC DH S
Category	ISMS Documents
Title	IRC Data Handling Summary
Purpose	A summary of the IRC's data handling service
Version	1.0
Status	Approved, External
Owner	IRC Information Governance Management Group
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Compliance	ISO 27001 for scope defined in IRC Framework of the Information Security Management System
Review plan	Set in the IRC IS Documentation Procedure
Related Documents	University of Leeds Information Protection Policy IRC Framework of the Information Security Management System

Version History

Version	Date	Change description
0.1	27/06/2016	Initial version
1.0	20/10/2016	Submitted for sign off

Sign-Off

Name	Date	Role
Barry Haynes		Chair of IGMG and Head of Enterprise Architecture, University of Leeds

Master version:

Signature.....

The University of Leeds Integrated Research Campus (IRC) is a secure data handling service. The IRC handles a large volume and variety of data so that it can be used securely and efficiently in research. IRC processes are based on international standards and legal requirements for the confidentiality, availability and integrity of data. Data handling procedures are determined by the IRC's Information Security Management System (ISMS) for which the IRC are seeking ISO 27001 and HSCIC IGT Level 3 accreditation in 2016. The IRC Information Governance Management Group is chaired by the University IT Head of Enterprise Architecture and meets regularly to monitor the ISMS.

Research projects may utilise the following IRC services: encrypted data capture; data storage on IRC-specific servers with automated backup behind a firewall; data processing including risk profiling and linkage; a virtual research environment (VRE) with limited access safeguards and virtual machines through which users can run data queries from anywhere at any time over an encrypted connection; training in data handling and information governance; firewall-protected server with 700 cores, 4 TB RAM and 2,000 TB storage; a private high performance computer (HPC) for de-identified clinical data; high bandwidth connectivity between storage, HPC, devices including gene sequencers and digital imaging facilities; data warehouse at LTHT that pool information from hundreds of systems; power-walls for visualization. The IRC follows guidance from the Medical Research Council (MRC), the Economic and Social Research Council (ESRC) as well as from the Research Councils UK (RCUK) regarding storage.

The VRE enables data analysis through remote access into the secure environment, rather than data being released. Researchers sign an IRC User Agreement to be given safeguarded remote access to the data through the VRE. Data cannot leave the environment without approval by the IRC Data Services Team, who check for unauthorised disclosure. Researchers disseminate non-disclosive findings or consented information – and publish these open access where possible.

The IRC can archive data securely in the University of Leeds Research Data Repository, which assigns data object identifiers (DOIs) and maintains an open catalogue for referencing to facilitate data discovery and citing. Both an original 'raw' copy of the records data and any versions rendered during analysis will be archived. Storage will be in their original format, logged using the University of Leeds curate process to ensure that data is correctly attributed and appropriately re-accessible for follow-up. The University review stored data in line with system changes, to ensure that the form remains viable and accessible in line with technological advancements. Data is backed up in a separate secure data centre. Access to the archived data is audited and requires authorisation and a user access agreement. Alternatively the IRC will issue a certificate of data destruction to the research team.