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Finish

Data Security

1. Data Custodian

a. * Confirm the primary data custodian is the Principal Investigator?

Yes No [Clear](#)

b. * Has a backup data custodian been assigned?

Yes No [Clear](#)

c. Explain any special situations or exceptions:

2. Data Sensitivity

a. * Has the highest level of data sensitivity been determined and the approximate number of subject records anticipated?

Yes No [Clear](#)

b. Explain any special situations or exceptions:

3. Data Flow & Transmission

a. * Have all sources of study data been identified and secure methods of transmission

and/or delivery been defined?

Yes No [Clear](#)

b. Explain any special situations or exceptions:

4. Data Storage

a. * Has the data storage location(s) been determined and is it consistent with the sensitivity of the data being stored as well as Northwestern University Policy and Feinberg School of Medicine Storage Options?

Yes No [Clear](#)

b. * Has a storage estimate been prepared?

Yes No [Clear](#)

c. Explain any special situations or exceptions:

5. Data Access

a. * Is the access to research data consistent with that which is defined in the Authorized Personnel list (for IRB approved protocols) or consistent with the support requirements of the research efforts (for non-IRB activities)?

Yes No [Clear](#)

b. Explain any special situations or exceptions:

6. Data Backup & Recovery

- a. * Is there a documented backup and recovery plan for data and custom programming that is not reproducible from other sources?

Yes No [Clear](#)

- b. Explain any special situations or exceptions:

7. Data Retention (Archiving)

- a. * Is there a documented data retention (archiving) plan including when the data will be removed from active study storage to long term data storage including the length of retention?

Yes No [Clear](#)

- b. Explain any special situations or exceptions:

8. Data Security Plan

- a. Are you using Central IT FSM and/or NUCATS IT Resources?

Yes No [Clear](#)

- b. Are you using Departmental and/or External Resources?

Yes No [Clear](#)

c. * **Upload the Data Security Plan for this study:**

[None]

9. Resource Assistance

Technology Resources

Please address all questions and requests for IT resources required (e.g., storage and storage estimates, backup storage, archiving storage, granting access to data) of the Data Security Plan to FSMHELP@northwestern.edu.

Data Security Plans

Please address all questions, request for clarification and all other forms of assistance regarding Data Security Plans to FSMIT-policy@northwestern.edu.

Example Data Security Plans

Using Central IT FSM and/or NUCATS IT Resources (web link to be added)

Using Departmental and/or External Resources (web link to be added)

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