



DATA MANAGEMENT & SECURITY PLAN

GUIDANCE DOCUMENT FOR BEHAVIORAL RESEARCHERS

A data management and security plan is a formal document that describes what you will do with your data through the study life cycle. Many funding agencies, including the NIH, require a data management plan as part of the application process and it is best practice to include this plan with non-funded research studies, as well. The completed form, once approved, will be the official **Data Management & Security Plan (DMSP)** for the study protocol. This plan should comprehensively describe the access, use, and sharing of data and/or biospecimens throughout the life cycle of the study. Consider the DMSP a “living” document and as such, changes to this plan may require that a revised form be submitted for review to the UVM Research Protections Office (UVM RPO) to ensure that it still satisfies the requirements of your study.

Why is this information needed? The UVM RPO, in collaboration with the University of Vermont Health Network (UVMHN), has created this DMSP with the goal of consolidating information required by applicable laws, regulations, and institutional policies & procedures that dictate the management, privacy and security of the data collected/derived, used and shared for

1 – STUDY TITLE, LEADS & TEAM

Identifies the primary individual(s) responsible for the study and training of the study team, as well as their role(s) and relationship(s) to the institutions.

2 – DATA SOURCE/CUSTODIAN

Defines the source or custodian of the data and/or biospecimens being collected, helping to establish the conditions under which the data can be used or disclosed for research

3 – DATA SETS

Distinguishes the types of data sets that will be created/derived over the course of the study which will dictate the type of IRB review and/or HIPAA-compliant pathway

4 – STORAGE & SECURITY

Inquires as to the safeguards that are in place to protect the privacy of individually identifiable information, as well as the security and integrity of institutional systems

5 – DATA SHARING

Facilitates the formal documentation of any data sharing activities in accordance with relevant regulations so that data/biospecimens will not be misused.

6 – RETENTION & DISPOSAL

Ensures the justifiable retention or proper destruction of identifiable data/biospecimens after completion of the study, all in accordance with institutional policies & procedures

the purpose of research. Please see the following brief explanations as to **why** this information is needed in each of the sections of the DMSP:

HELPFUL RESOURCES

[Helpful Resources](#) can be found starting on page 7 of this document. A [Glossary](#) has been included to provide definitions and other information related to specific terms used throughout the DMSP. Also included are [Links](#) to relevant institutional policies & procedures, as well as external websites, to provide guidance when completing the DMSP.

INSTRUCTIONS FOR COMPLETING THE DMSP:

Below you will find the six sections that comprise the DMSP, as described on page 1. Please complete all relevant fields under each of the six sections. Refer to [Helpful Resources](#) (page 7) for guidance.

1 – STUDY TITLE, LEADS & TEAM

1.1 Study Title

[Click here to enter the study title.](#)

1.2 Principal Investigator (PI)

1.2.1 Contact Information

Name [Click here to enter the PI's name.](#)
 Email [Click here to enter the PI's email.](#)
 Department [Click here to enter the PI's department.](#)

1.2.2 PI's Role (Select all that apply)

- ☒ UVM Faculty or Employee
- ☒ UVMHN Employee [UVM Medical Center/UVM Children's Hospital](#)
- ☐ Student/In-Training [Click here to select from list:](#)
- ☐ Other - Describe [Click or tap here to enter text.](#)

1.3 Faculty Sponsor

☐ **Not Applicable – Skip to 1.4 Training for the Study Team**

1.3.1 Contact Information

Name [Click here to enter the Faculty Sponsor's name.](#)
 Email [Click here to enter the Faculty Sponsor's email.](#)
 Department [Click here to enter the Faculty Sponsor's department.](#)

1.3.2 Faculty Sponsor's Role (Select all that apply)

- ☐ UVM Faculty
- ☐ UVMHN Employee [Click here to select from list:](#)

1.4 Training for the Study Team. Describe the plan to train the study team regarding implementation of this DMSP, and how this training will be updated and documented as the plan changes over the life cycle of the study.

Response examples for description of the training plan:

1. *The data management plan will be reviewed with the study team prior to study initiation at a scheduled study launch meeting, any updates to the DMSP will be provided to study team members for self-review. Verification of training for study personnel will be documented and stored in the study's shared folder.*
2. *All members of the study staff will review this document and demonstrate their understanding of its contents by their signature, either electronic or written, on an annual basis at a minimum or when a modification is required for study changes. Electronic files will be stored in the study folder on the CVMC S: drive and written forms will be stored in a locked file cabinet in the Primary Investigator's office.*
3. *Research team members will undergo annual training of data management processes based on the IRB approved data management protocol. The data management protocol will always be available via the UVM S-Drive folder for team members to reference if there are any questions regarding data management. The folder where this will be stored will be created at time of IRB approval of the protocol; attendance at team training sessions will be recorded and stored in the same folder.*

2 – DATA SOURCE/CUSTODIAN

To ensure all proper approvals are in place, please specify below the source or custodian through which the study data and/or biospecimens will be collected (check all that apply). Refer to the [Glossary](#) for the definition of a ‘Data Custodian’.

2.1 UVM or UVMHN (originating from any affiliate/Partner) Source/Custodian (check all that apply)

- ☐ Not Applicable (i.e., the study data is originating from a source outside of UVM or UVMHN)
- ☐ Study team will access data directly (e.g., from subject (verbal or written)), or via chart review of the electronic health record
- ☐ UVMHN Data Management Office (DMO)
- ☐ Data/Biospecimens Repository:
 - PI Name [Click here to enter the name.](#)
 - Protocol Number [Click here to enter the number.](#)
- ☒ Other – Describe the UVM or UVMHN source/custodian, and if available, provide the name of the Data Owner that authorized access to the data and/or biospecimens for this research (i.e., the individual responsible for dictating practice decisions or authorizing access to the data). Refer to the [Glossary](#) for the definition of a ‘Data Owner’.

Response examples for description of ‘Other’ source/custodian:

1. *We will be using an existing research dataset developed for STUDY00000000 and collecting additional data from focus groups. The Primary Investigator has authorized access to data from STUDY00000000 for this additional prison research.*
2. *This study will utilize application data through the online portal. Permission to utilize this data for this study has been granted by J. Smith, who has designated authority of the database. He confirmed the conditions of use for this data and I have provided that statement in an attachment to this IRB protocol.*

2.2 Non-UVM/UVMHN Source/Custodian

- ☐ Not Applicable
- ☐ Describe Non-UVM/UVMHN Source/Custodian, and if available, provide the name of the Data Owner that authorized access to the data and/or biospecimens for this research (i.e., the individual responsible for dictating practice decisions or authorizing access to the data). Refer to the [Glossary](#) for the definition of a ‘Data Owner’.

Response examples for description of the non-UVM/UVMHN source/custodian:

1. *The information is being provided to me by the collaborating university’s research program administrators via the university’s secure portal. Access to this data has been approved by J. Smith, the university’s clinical research program administrator, and N. Jones, the Information Specialist at the Office of Health Information Management.*
3. *Data will be coded and de-identified at Other University (OU) before being shared with the UVM researcher. Master key will be stored at OU in separate secure location (separate password-protected computer).*

3 – DATA SETS

A ‘data set’ can include the terms data, information and biospecimens. Indicate and describe all the type(s) of data set(s) that will be collected, derived, and utilized at any point over the course of this study; this includes any data collected through the research that will be stored onsite, with a sponsor and/or a third party. Refer to the [Glossary](#) for definitions of a ‘Limited Data Set’, ‘Coded Data Set’ and ‘De-Identified Data Set’.

3.1 Type of Data Set be collected, derived or utilized at any point during this study (Check all that apply)

- ☒ **Data set contains direct identifiers.** This may include but is not limited to the following forms of data: personally identifiable information (PII) or protected health information (PHI), e.g., a name, student address on educational record, medical record number, social security number, participant study ID or other unique identifier.
- ☒ **Data set contains indirect identifiers, thus meeting the criteria for a Limited Data Set.** A Limited Data Set can include indirect identifiers, e.g., dates more specific than the year and some components of address.
- ☒ **Data set is coded**, i.e., a coding scheme is applied that can be used to directly link the information to an individual. Will a master key to the code be retained to allow for re-identification of individuals?

☐ No

☒ Yes – Describe how the master key will be stored separately from the study data.

Response example for description of master key storage location:

Master key will be stored in a separate research folder on the UVM institutional shared drive (S:\Groups\Department) for which access is restricted to selected individuals on the IRB-approved study team.

☐ **Data set is de-identified.** All direct and indirect identifiers and any codes that could be used to link the information to specific individuals are removed from the data set.

3.2 Process Used to Collect/Derive the Data Set(s) selected in 3.1. Please describe the process used to create or derive any study data sets, such as for analysis or for data sharing with collaborators since this will dictate the type of IRB review and/or HIPAA-compliant pathway. For example, describe if, at any point in the study, you will be deriving a limited, coded, or de-identified data set from an initial data set containing direct identifiers.

Response examples for description of the process:

1. *Responses to questions from any electronic questionnaires will be stored in secure databases maintained by UVM (e.g., REDcap or Qualtrics). In both cases, data are identified with numerical IDs. The participant's name will only be connected to the numerical ID in a separate, password-protected excel spreadsheet. When students enroll, their email address will be linked to their phone app and therefore the data will initially be identifiable. When students enroll, each email address will be coded to Participant ID# 1-600. The participant's name will only be connected to the numerical Participant ID in a separate, password-protected excel spreadsheet separated from the Teams interface or resultant data files from the phone app. Therefore, we will be collecting and viewing potentially sensitive health information such as resting heart rate, sleep, and activity data with coded data. The password protected spreadsheet will only be accessed in the event that a student is non-compliant and needs to be contacted or if there is any information that raises concern about the student's well-being and safety. The participant's name will also be connected to the consent form which will be stored in a separate, password-protected folder. The data will be stored on a secure virtual machine on a drive called "\\netfiles02\phoneapp." Only those granted permission by the PIs can access the drive. Furthermore, only those assigned responsibility on this study in UVMClick will be given the password to the master folder.*
2. *Responses to questions from any electronic questionnaires will be stored in the network secure databases. In both cases, data are identified with numerical IDs. Data Stored on Paper: Surveys are coded so that only the interview code and the farm code are on the survey. On a separate code sheet interviewers will enter the respondents first name, initial of last name, farm name and town. Paper copies will be transferred between key personnel during the data entry process. Paper surveys may be scanned to facilitate this process, uploaded to a password-protected shared drive, and then paper copies will be destroyed once data is entered. All paper copies of surveys will be stored only as long as it takes to enter the data and then the paper copies will be destroyed. Codes are then entered into a master Excel spreadsheet protected with a password. Data entered into statistical programs (e.g., SPSS) will only include codes.*
3. *For focus groups, we will use a handheld audio recorder to record all verbally consented group interviews. Audio-recordings will be stored on an encrypted laptop (belonging to the PI) and sent via secure file transfer to a professional transcriptionist who will have signed a confidentiality agreement. We will ask the transcriptionist to remove all identifying information and rename participants A, B, C, etc. or 1, 2, 3. The transcripts will be returned via a secure portal to the PI. Once the PI or key personnel have determined that the transcript is correct, the audio-files will be deleted. Final data will be stored on the UVM secure server.*

4 – STORAGE & SECURITY

Describe the data storage method, location, and security for protecting the study data (complete all that apply). Be sure to indicate whether resources are institutionally provided or sponsor provided. **Note:** This section is not seeking information about billing/financial reconciliation processes or data. Refer to the [Helpful Resources](#) for applicable guidance.

- 4.1 Biospecimens or Data Stored on Physical Mediums** (e.g., written questionnaires/surveys, paper source documents, microfilm, or radiology imaging, etc.). Note that if you scan paper forms, including consent forms, these would be considered electronic files.

☐ **Not Applicable – Skip to 4.2 Data Stored Electronically**

4.1.1 Location. Specify where the biospecimens or physical mediums will be stored (include institution name/department & building name).

Response examples for description of storage location:

- 1. Data stored on physical mediums will be stored in room 123 College Parkway, Colchester VT 05446. Upon study closure, archived paper records will be stored at Health Information Management at 327 Holly Court in South Burlington, VT.*
- 2. Paper forms from patient questionnaires will be stored in the Primary Investigator's locked office in a locked file cabinet located at UHC, 1 South Prospect St. Burlington, VT 05401.*

4.1.2 Security. Describe the security measures for the stored biospecimens or physical mediums, taking into consideration the following: *How will the data/biospecimens be protected against inappropriate use or disclosure, or accidental loss or destruction (e.g. locked research coordinator office in UVM Given Building, locked freezer in UVM research laboratory)? Who will have access to the securely stored data/biospecimens and how will access be granted/? If creating or collecting data in the field, how will you ensure its safe transfer into your main secured system(s)?*

Response examples for description of security:

- 1. Paper copy source documents will be stored in binders in double-locked offices in the PI's office at 123 College Parkway in Colchester VT 05446. Data is stored securely within UVM facilities and only accessed by authorized study team members per protocol.*
- 2. Paper forms will be kept in a locked file cabinet in a locked office located within a locked suite in the Department of Psychology. Only the PI and active study team members will have access to this storage location. To protect the study subjects, the master key to identify the subjects will be stored electronically on the restricted-access UVMTeams channel created for this study.*

4.2 Data Stored Electronically

☐ **Not Applicable – Skip to 5 – DATA SHARING**

4.2.1 Internal or External Server. Indicate which server you will be using to store your electronic data (check all that apply).

- ☐ UVMHN
- ☐ UVM
- ☐ UVM LCOM
- ☒ Other (e.g., data stored through sponsor-provided electronic data capture)

Response examples for description of 'Other' electronic storage location:

- 1. The collaborating site's study team will interview school staff directly and audio/video record interviews and school activities that will only be stored at the collaborating site, accessed by their study team and stored securely on their university servers. These recordings are necessary to validate the intervention adherence and implementation execution so that the intervention may be properly tailored to the schools individual workflow.*

4.2.2 Location. Specify the storage location of the electronic data (check all that apply). Please note that institutional servers are the preferred storage locations.

- ☒ **IT-approved server, shared folder, or cloud-based service.** Identify which drive, IT-approved server, or cloud-based service will be used; provide the server's name at a minimum (and full pathway if possible) for storing each data set and master key described above. UVMHN permits storage within Microsoft OneDrive, Microsoft SharePoint or on the S-Drive; for guidance on UVM storage, refer to UVM Enterprise Technology Services Catalog - Backup & Storage. See the [Helpful Resources](#) section for guidance.

Response examples:

- 1. S:\Groups\psychologicalsciences*
- 2. The S: drive engineering research folder, which is limited to UVM approved Key Personnel will be used to store study data sets. Each data set will receive its own, protected folder, based on year and type. (i.e. Identified/de-identified 2012-2022 data, or identified/de-identified baseline which would be the 2010-2012 data).*
- 3. Data within UVM will be stored in S/groups/Department/ Project PI Name. We will also be utilizing the UVM Vermont Advanced Computing Core (VACC) for data storage through throughout this study*

until study closure in early 2027.

4. The UVM S: drive will be used along with the secure cloud-based platform provided by [Industry Sponsor] as designated in the Data Sharing Agreement and Collaboration Agreements signed by the Recipient Scientist and the UVMCM Primary Investigator. These documents are currently awaiting final signatures and will be finalized prior to sharing data with the study sponsor.

5. All data used for analysis in this project will be stored on the UVM secure server called SEDRC. The name of the folder is D:\Groups\DEPARTMENT\Project Name. Access to this folder is limited to the research staff. Aggregated results and manuscripts will be stored on SEDRC and saved on the UVM shared drive (L:\Groups\DEPARTMENT\Project Name).

- ☐ **Local drive or removable media, e.g., thumb drive, external hard drive, DVD/CD, other.** Note: This is not a recommended storage option. If you are choosing this, it is because you have no viable alternative. Identify which mobile storage device will be used and describe why this is your choice and why an institutionally-provided storage location will not work for your process. Digital storage devices and media that contain protected data must be encrypted, and any written records of encryption passwords must be secured in locked storage; refer to UVMHN_INFO4 Policy, UVMHN_INFO5 Policy or UVM IS Procedures; see the [Helpful Resources](#) section for guidance.

Response example: *At the time of study closure, Electronic Database Capture (EDC) data will be backed up on UVM provided encrypted removable USB drive and stored with archived binders. The password used for removable USB encryption will be stored on the UVM S: drive (S:\Groups\DEPARTMENT\Project Name). Electronic data collected from smart devices [Device Name; described below] will be backed up on two Sponsor-provided removable USB drives and stored with archived binders.*

- ☒ **Online application, mobile app, portal, gateway or institutional or sponsor-provided electronic platform.** List the name of the provider or administrator and name of the application, portal, gateway, or device (e.g., REDCap or FDA-compliant REDCap, Qualtrics, MTurk, etc...).

Response examples:

1. AAMC ERAS Program Director's Work Station (PDWS), per the AAMC ERAS Data Policy, institutions are able to access ERAS application data via the AAMC Program Directors Work Station (PDWS). Applicant data per program can be downloaded by Program Administrators (Administrator: Name) in two formats: (1) a PDF (2) a .CSV file

3. Data is obtained during study visit procedures and recorded on paper. That data is manually entered directly into the secure online Qualtrics; all data collected in this way is identified only by the unique subject ID. Enrollment, Randomization, and study drug assignment will be completed through the qualtrics. Identifiers collected by this app will be limited to sex and year of birth.

- ☒ **Smart device.** Identify any Smart devices (e.g., Fitbit, smart phone, Apple Watch, etc...). Include information on the device, the type of data collected, any concerning information from the terms of service, how the data will be uploaded to a central system and what that central system is.

Response examples:

1. The app developer has created the app utilized to collect data. Collected data is stored on a secure UVM server. The data collected through the app can periodically be accessed and downloaded as a .csv file. The data will be associated with hashed IDs only, and therefore will not be identifiable.

2. Smart device: smartphone App: When worn, the app automatically collects data of body responses during sleep and daily activity. That data is uploaded to the Cloud via the mobile app and can be accessed using the mobile app or on the web.

The sponsor uses administrative, organizational, technical, and physical safeguards to protect the personal data that is collected and processed. Measures include encryption, pseudonymization and access right systems. Security controls are designed to maintain an appropriate level of data confidentiality, integrity, availability, resilience and ability to restore the data. The sponsor regularly tests its service, systems, and other assets for security vulnerabilities.

3. Participant data are identified only with numerical identifiers in all smart device interfaces. The BioStamp system, Empatica E4 system, and Smartphone App aggregate all motion data in cloud storage, and researchers download spreadsheets that contain raw data from the system. This

smart device method of storage (for the BioStamp system) has been previously approved by the IRB in #00000401.

Data from the Empatica E4 sensor is stored on the sensor itself until manually uploaded to secure cloud storage via a USB connection. This cloud-based system identifies data collection sessions by numeric session ID, timestamp, E4 device ID, and session duration (i.e. no PHI). After being uploaded, the data is wiped from the sensor. Data may be exported from the secure cloud storage for analysis, for example into MatLab, or downloaded into CSV spreadsheets.

Smartphones will also record video and audio of the child during brief (3m or less) mood induction tasks. This data will be moved from the smartphone and onto the institutional servers by wire, labeled with the participant's numeric identifier then deleted from the smartphone hard-drive.

- ☒ **Audio/video recordings, photographs and/or other medical images.** Identify any recording/imaging (e.g., retinal scans, MRI, CT, X-rays, etc...). Indicate what the items are, how they will be collected, where they will be stored and whether these items will be identifiable, coded, or other.

Response Example

Video and audio files of participants will be stored on the institutional server folder that only those granted permission by PI can access. These video files will be labeled with the deidentified numeric codes; however, video and audio data are inherently identifiable. Study staff are not expected to know participant families, however, if study staff do recognize a participating family, they will be expected to maintain confidentiality as detailed in their IRB training, and they will be asked not to view the participant's data.

- ☐ **Interactive medical or research device.** Identify any medical devices (e.g., pacemaker, electronic pill dispenser, etc...). Indicate what the items are, how they will be collected and whether these items will be identifiable, coded, or other.

Response examples:

1. Patient survey data is collected and automatically transmitted to the platform [Platform Name] for central analysis. An iPad will be provided to the site from the sponsor and the survey data will be transferred via Wi-Fi or Mobile network (embedded SIM card, automatically connects) from the site to the vendor. The survey data will be identified with the patient's study ID.

- ☐ **Other - Describe**

[Click here to provide a description.](#)

4.2.3 Security. Describe how you will ensure the proper protections are in place for your data by answering the following questions. These questions refer to the study data, we are not referring to security practices for billing data or the security procedures for sponsor-associated data dictated by the sponsor's protocols.

- How will the data be protected against inappropriate use or disclosure, or accidental loss or destruction (e.g., encryption, password protection, management of multiple files in separate folders)?

Response examples:

- 1. Android smartphone device will be provided to subjects pre-downloaded with password-protected applications. No other apps besides the study apps may be downloaded onto this Android device, and access to camera and messaging functions is restricted to authorized study personnel. No data besides that collected within the apps may be stored on the Android device. To ensure this device is secure, it will not be used for any purpose beyond the defined scope in this study protocol. The devices will be securely stored in a locked cabinet and only accessed by the study personnel.*
- 2. Data in specific file locations within the department will only be accessible to designated people via access control lists including the Primary Investigator, authorized study personnel and the biostatistician as specified by the PI and Faculty Sponsor of this project. Physical security of the department offices requires biometric and card swipe, followed by disarming of alarms by code, and is video monitored 24x7.*

- Who will have access to the data files and the master key, and/or applications, portals, gateways, or SMART devices and how will the access permissions be granted/maintained?

Response examples:

1. Access to the study database and UVM S: drive folder is restricted to selected individuals approved by the Primary Investigator. The list of approved individuals on the local study team will be reviewed on a monthly basis, or more frequently when additions/removals are made.
2. For the purposes of this study, we will enable the password protected study folders to only be accessible to the Primary Investigator and authorized study coordinators; de-identified data will be stored in a separate password protected folder and will be accessible to all approved study staff.

5 – DATA SHARING

This section pertains to the sharing of research data and/or biospecimens with the study sponsor/funder and/or individuals other than UVM/UVMHN key personnel. Refer to [Helpful Resources](#) for relevant guidance.

☐ **Not Applicable - Skip to 6 – RETENTION & DISPOSAL**

5.1 Sharing Identifiers. Will you include direct identifiers (i.e., PII or PHI) or indirect identifiers (i.e., Limited Data Set or Coded Data Set) with the data that you will be sharing?

☐ No - Skip to **5.3 External Data Sharing Plan**

☒ Yes - Specify what type of identifiers will be shared and provide a justification for sharing direct or indirect identifiers outside of key personnel.

[Click here to provide the identifiers and justification.](#)

5.2 Data Sharing Agreements. Sharing data with an individual or entity outside of UVM and/or UVMHN (as applicable) will require a data sharing agreement. All research contracts/agreements and grant applications for awards of external funding must be reviewed and approved centrally by either UVM Sponsored Project Administration ([SPA](#)) or the UVM Medical Center's Office of Clinical Trials Research ([OCTR](#)), as per policy.

Indicate below where you will seek support to execute the appropriate data sharing agreement(s):

☐ [OCTR](#) will be helping me with clinical trial contracting, including required data sharing agreements.

☐ [SPA](#) is completing grant paperwork, which will include required data sharing agreements.

5.3 External Data Sharing Plan. Indicate and describe the plan for external data sharing by completing all relevant sections below:

5.3.1 External Data Sharing with Individuals or Institutions other than Key Personnel or Study Sponsor/Funder.

☐ **Not Applicable – Skip to 5.3.2 External Data Sharing with Study Sponsor and/or Funder**

■ **Name & address of recipient institution.** If more than one, provide all.

[Click here to enter the name and address.](#)

■ **Name of external recipient(s); specify the recipient scientist**

[Click here to enter the name.](#)

■ **Describe the data sharing/storage plan including the website/URL of the external data sharing service** (e.g., shared via Electronic Data Capture (EDC), securely transferred using an SFTP, accessed via a secure shared folder, exported from REDCap, or FDA-compliant REDCap in de-identified format, etc...). UVMHN permits external file sharing using Microsoft OneDrive, Microsoft SharePoint Online or the UVMHN file transfer service (see [Helpful Resources](#)); for UVM file transfer, refer to the UVM File Transfer Service. If you have a written SOP, you can attach or copy/paste the information below.

Response examples:

1. *We will be sharing de-identified data with collaborators at University of Wisconsin, Madison via the UVM secure file transfer data sharing service (URL).*

■ **Expiration date for sharing of study data (if known)**

[Click here to enter the expiration date.](#)

■ **Name of entity preparing the data sharing agreement (e.g., OCTR or external entity such as sponsor)**

Response examples:

1. *SPA is preparing the DUA*
2. *Other responses may include other external study collaborators*

5.3.2 External Data Sharing with Study Sponsor and/or Funder

☐ **Not Applicable – Skip to 6. RETENTION & DISPOSAL**

■ **Sponsor name, institution, and address.** If more than one, provide all.

[Click here to enter the name, institution and address.](#)

■ **Name of external recipient(s); specify the recipient scientist**

Response examples:

1. *Study data will be shared with the sponsor via <https://login.website.com/auth/login>; the data will be received by [Recipient Name].*

- **Describe the data sharing/storage plan including the website/URL of the external data sharing service** (e.g., shared via Electronic Data Capture (EDC), securely transferred using an SFTP, accessed via a secure shared folder, exported from REDCap, or FDA-compliant REDCap in de-identified format, etc...). UVMHN permits external file sharing using Microsoft OneDrive, Microsoft SharePoint Online or the UVMHN file transfer service; for UVM file transfer, refer to the UVM File Transfer Service. If you have a written SOP, you can attach or copy/paste the information below.

Response example:

Data will be transferred to the sponsor's EDC system [EDC's URL] by authorized local study personnel. A Sponsor Monitor will be assigned & authorized to review and validate the data in the study data in the EDC system.

- **Name of the Entity (i.e., Sponsor, Funder, or Institution) preparing the data sharing agreement between the local investigator and the Sponsor or Funder**
[Click here to enter the name.](#)

6 – RETENTION & DISPOSAL

6.1 Local Data Retention Plan. Do you intend to retain the research data and/or biospecimens once the protocol is complete? This section refers to data retained locally; we are not inquiring about the sponsor/funder-specific requirements for retaining study data. A list of requirements for the retention of research data is described in the UVM Record Retention Schedule and can be accessed via the UVM Office of Compliance and Privacy Services website; see [Helpful Resources](#).

☐ **No – Skip to 6.2 Data Destruction Plan.** Note, if you select 'No', you must ensure the study is in compliance with the requirements as dictated by the Sponsor, Funder and/or associated institutional guidelines & policies.

☐ **Yes - Provide the following information below:**

6.1.1 Reason for Retaining the Data/Biospecimens (check all that apply):

- ☒ **As a basis for similar or related future research conducted by the local PI**

Response Example to describe the foreseeable use of the data for research:

Data will be retained in the study database for future planned studies, we will utilize the same patient population. New studies will explore new study objectives associated with current patients in the study database and will utilize data from new patients to expand the same population or collect additional data to meet new study objectives for a related population.

- ☐ **As a resource for other investigators.** If the intention is to have the data/biospecimens be a resource for other investigators, the data/biospecimens should be moved into a repository where rules for future release are in place.
- ☐ **As a sponsor, contractual, legal, or regulatory requirement**

Response Example:

The sponsor requires a list of participants to be maintained at the local study site for a period of 5 years in case new safety information needs to be relayed to them.

- ☐ **Other**
[Provide a description here.](#)

6.1.2 Archiving the Data/Biospecimens. If you intend to archive the data/biospecimens in a repository, provide below IRB repository number:

- ☐ **Not Applicable**
- ☐ **Not Yet Submitted**
- ☐ **Repository Number** [Click here to provide the number.](#)

6.1.3 Retaining Identifiers. Do you intend to retain identifiers of any kind including direct, indirect, or coded?

- ☐ **No - Skip to 6.2 Data Destruction**
- ☐ **Yes - Provide the following information below:**

■ **Justification for why identifiers will be retained**

Response example to describe justification:

The sponsor requires a list of participants to be maintained in case new safety information needs to be relayed to them. No further analysis is intended.

■ **Type of data set(s) (i.e., Limited Data Set, Coded Data Set) that will be retained**

[Click here to provide the type of datasets](#)

■ **Describe where the data will be physically stored long term. If you have a written SOP, you can attach or copy/paste the relevant section here.**

Response examples:

- 1. Upon study closure, archived paper records will be stored at 123 file storage Dr., South Burlington, VT.*
- 2. We will maintain all study records according to UVM research retention guidelines. Location of all study data and records is described in the attached SOP [Filename].*

■ **Length of time the identifiers will be retained**

[Click here to describe the retention time.](#)

■ **Acknowledgement of identifier retention.** If you intend to maintain identifiers, any subsequent secondary analysis after protocol closure requires prior IRB review and approval. Please acknowledge this requirement by checking below.

☐ **I understand subsequent data analysis requires prior IRB review and approval.**

6.2 Data Destruction Plan. Describe your destruction plan for all identifiable data or biospecimens (i.e., while the protocol is active and once the protocol is complete or identifiable information is shared via a data sharing agreement). If you have a written SOP, you can attach or copy/paste the information below.

Response examples:

- 1. Data, regulatory files, and subject records to be destroyed at earliest possible time as determined by UVM Record Retention Guidelines policy (refer to attached SOP)*
- 2. Plan for deletion of the data: data will be retained within the UVM department for the entirety of this project (completion on 07/2025). At completion of the study, the PI of this study will send a formal request to destroy the stored research data, and a formal request will be made to the UVM IT to delete the: S drive folders which contain coded data.*
- 3. Data files will be deleted on the university shared drive once they are no longer needed upon study closure.*

HELPFUL RESOURCES

Glossary

This glossary represents a select list of definitions and information to provide guidance within this DMSP. This information is based on [UVM Research Protections Office IRB Policies & Procedures \(Section 29\)](#), [Glossary of NIH Terms](#) and the [NIH Toolkit Glossary](#), [National Institute of Standards & Technology Glossary](#), [Payment Card Industry Security Standards Council Glossary](#) and the [U.S. Department of Health & Human Services](#).

Coded Data Set - Identifying information that would enable the investigator to readily ascertain the identity of the individual to whom the private information or specimens pertain has been replaced with a number, letter, symbol, or combination thereof and a key to decipher the code exists that would enable linkage of the identifying information to the data or biospecimens. Coded data sets are not considered “de-identified” when the “code” is the study subject number.

Covered Entity – Health plans, health care clearing houses and health care providers who transmit electronic health information.

Data Custodian - Individuals who will have actual possession of the data files or biospecimens, and who will be responsible for observance of all conditions of use, including the establishment and maintenance of security arrangements to prevent unauthorized use.

Data Owner – The individual/organization responsible for definitions, policies, and practice decisions about data within their area of responsibility. Data Owners may delegate some of their authorities (e.g. administration of data management policies, authorization of data use) to other administrators or stewards of the data and/or biospecimens.

Data Set – A dataset is a structured collection of data generally associated with a unique body of work.

De-identified Health Information - Health information that has been stripped of all 18 identifiers, related to the patient and the patient’s relatives, employers, and household members), as defined by the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (HIPAA), the releasing entity has no actual knowledge that the information could be used alone or in combination with other information to identify an individual who is a subject of the information. Importantly, in small populations (including small states such as Vermont), characters Data sets may also be de-identified within the meaning of HIPAA using an “expert determination,” however this method is unusual in the context of research.

De-identified health information is not protected by HIPAA, and therefore is not subject to its regulations. However, UVM/UVMHN policy may still require appropriate data sharing agreements.

18 HIPAA Identifiers	
1. Names	10. Certificate/license numbers
2. All geographic subdivisions smaller than a state*	11. Vehicle identifiers & serial numbers, license plate numbers
3. Telephone numbers	12. Device identifiers and serial numbers
4. Fax numbers	13. Web Universal Resource Locators (URLs)
5. Electronic mail addresses	14. Internet Protocol (IP) address numbers
6. Social Security numbers	15. Biometric identifiers, including finger and voice prints
7. Medical record numbers	16. Full face photographic images and any comparable images
8. Health plan beneficiary numbers	17. All elements of dates (except year)**
9. Account numbers	18. Any other unique identifying number, characteristic or code

* including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code, if according to the current publicly available data from the Bureau of the Census: (1) The geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people; and (2) The initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000.

****** for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.

Direct identifiers - An identifier that links to one specific person, can be used by itself to identify the person (e.g., name, social security number, medical record number, medical device number, email address, etc...).

HIPAA Privacy Rule - The HIPAA Privacy Rule for the conduct of research (45 CFR 164.501) establishes the conditions under which protected health information may be used or disclosed by covered entities for research purposes. Refer to [HHS.gov](https://www.hhs.gov) for additional information regarding the conduct of research.

Indirect identifiers – An identifier that does not link to one specific person but can be used in combination with other information to identify a person (e.g., dates including dates of birth, dates of death, zip codes, cities, counties, etc...).

Limited data set - Protected health information that excludes direct identifiers of individuals, and their relatives, employers, or household members, including:

Direct Identifiers that Must be Removed from Limited Data Sets	
1. Names	9. Account numbers
2. Postal address information, other than town, or city, state and zip code	10. Certificate/license numbers
3. Telephone numbers	11. Vehicle identifiers & serial numbers, license plate numbers
4. Fax numbers	12. Device identifiers and serial numbers
5. Electronic mail addresses	13. Web Universal Resource Locators (URLs)
6. Social Security numbers	14. Internet Protocol (IP) address numbers
7. Medical record numbers	15. Biometric identifiers, including finger and voice prints
8. Health plan beneficiary numbers	16. Full face photographic images and any comparable images

Limited data sets contain indirect identifiers and therefore are not considered to be de-identified. Specifically, limited data sets may include dates more specific than the year and geographic information including town, city, state and zip code. Research relying on data from a limited data sets does not require IRB review and approval. However, the process for creating the limited data set, may be considered human subjects research and require IRB review.

Protected Health Information (PHI) - Individually identifiable health information, regardless of format, that is collected by a Covered Entity and relates to the past, present, or future physical or mental condition of a patient, the provision of healthcare or past, present, or future payment for the provision of healthcare. Protected health information can include demographic information (such as names, email addresses, telephone numbers, etc...) as well as information relevant to a person's health such as dates of disease onset, testing, treatment, etc..., a particularly rare health condition, rash, birthmark, or any other information that could be used to identify the patient (or members of the patient's family, employer and others who live in the patient's household. Protected health information excludes individually identifiable health information in (i) Education records covered by the Family Educational Rights and Privacy Act (FERPA); (ii) Records described at 20 U.S.C. 1232g(a)(4)(B)(iv); and Employment records held by a covered entity in its role as employer; however, those records are covered by other privacy laws and requirements. Additionally, data generated by a Part 2 entity (federally assisted entities that hold themselves out as providing and do provide substance use disorder treatment) are protected by heightened privacy rules set forth in separate regulations. The University of Vermont Health Network has two Part 2 programs—UVMHC's Addiction Treatment Program and UVMHC's DayOne Program.

Personally Identifiable Information (PII) - Any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Payment Card Industry Data (PCI) – Includes cardholder data that may appear in the form of the full PAN (Primary Account Number) plus any of the following: cardholder name, expiration date and/or service code. PCI may also include Sensitive Authentication Data that is security-related information including but not limited to card validation codes/values, full track data from the magnetic stripe or equivalent on a chip, PINs, and PIN blocks used to authenticate cardholders and/or authorize payment card transactions.

Sensitive Information - Information, the loss, misuse, or unauthorized access to or modification of, that could adversely affect the national interest or the conduct of federal programs, or the privacy to which individuals are entitled under 5 U.S.C. Section 552a (the Privacy Act), but that has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept classified in the interest of national defense or foreign policy.

Links

U.S. Department of Health & Human Services:

- [HHS.gov](https://www.hhs.gov/)
- [NIH Data Management & Sharing Policy](#)

UVM Resources, Policies & Procedures:

- [UVM File Transfer Service](#)
- [UVM Enterprise Technology Services Catalog](#)
- [UVM Privacy Policy](#)
- [UVM IS Policy & UVM IS Procedures](#)
- [UVM Research Protections Office IRB Policies & Procedures](#)
- [UVM Office of Compliance and Privacy Services](#)

UVM Health Network Resources, Policies & Procedures:

- [UVMHN File Transfer Service](#)
- [UVMHN Information Security Handbook](#)
- [UVMHN_INFO4 Policy](#)
- [UVMHN_INFO5 Policy](#)
- [UVMHC Research1 Policy](#)