HIC SERVICES STANDARD OPERATING PROCEDURE

Archiving a Project Dataset

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AUTHOR: Duncan Heather

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CONTACT PERSON FOR THIS SOP: Chris Hall, Data Linkage Manager
## DOCUMENT REVIEW AND REVISION HISTORY:

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Edited by (job title)</th>
<th>Effective Date</th>
<th>Details of editions made</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Duncan Heather (HIC Governance Manager)</td>
<td>01/09/13</td>
<td>This is a new SOP which expands on a subset of policies and supersedes Version 6 of the HIC Standard Operating Procedure, Management of HIC Datasets. Effective from 1st August 2011.</td>
</tr>
<tr>
<td>1.1</td>
<td>Duncan Heather (HIC Governance Manager)</td>
<td>15/05/14</td>
<td>Add section 4 A III and adjust details of section B to reflect changes to process responsibilities</td>
</tr>
<tr>
<td>2.0</td>
<td>Duncan Heather (HIC Governance Manager)</td>
<td>01/01/15</td>
<td>General review and update</td>
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<td>3.0</td>
<td>Duncan Heather (HIC Governance Manager)</td>
<td>21/07/17</td>
<td>Corrected supporting documentation reference in 5.1.1.2</td>
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<tr>
<td>4.0</td>
<td>Duncan Heather (HIC Governance Manager)</td>
<td>08/11/18</td>
<td>Minor edits and updated archive period to 10 years</td>
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<tr>
<td>4.0</td>
<td>Tracey Stewart (Data Entry Team Leader)</td>
<td>24/02/20</td>
<td>Updated cover sheet with new approval process information.</td>
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<td>4.0</td>
<td>Rachael Torano (Business Support)</td>
<td>14/05/2020</td>
<td>Updated with new and approved Header Changes made to cover page to include Op’s review date as agreed at the HIC Information Governance Meeting Document Review and Revision History Table Header Updated As agreed by the HIC Governance Committee signatures have been removed from cover page and Document Review and Revision History table has been updated to include review dates and notes</td>
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<td>4.0</td>
<td>Duncan Heather (HIC Governance Manager)</td>
<td>30/06/20</td>
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<td>5.0</td>
<td>Duncan Heather</td>
<td>17/01/22</td>
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<tr>
<td>5.0</td>
<td>Chris Hall</td>
<td>15/11/22</td>
<td>Minor amendments and addition of Cloud services</td>
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*Draft and Archived/Obsolete revisions are not to be used.*

*Access current versioning system to verify revision.*
1. PURPOSE
Health Informatics Centre Services (HIC Services) is a University Research Support Unit operating within the TAyside medical Science Centre (TASC) at the University of Dundee, in collaboration with NHS Tayside and NHS Fife. HIC Services provides Data Users with linked, anonymised information derived mostly from large Population Based Health Datasets, owned mainly by the NHS and the University of Dundee. HIC also develops data collection software, provides data entry and securely hosts data for research use.

This SOP describes how Project Datasets are archived at the end of a project when the data is no longer required for the purposes of the project, but may be required for future research use, review, reference or audit.

2. SCOPE
This SOP covers all projects and tasks which HIC undertake. It is applicable to all HIC staff. This SOP will be made available to all users and potential users of the HIC Service and will be externally visible on the public HIC website.

3. DEFINITIONS
For overall Definitions see HIC Services SOP Appendix B – Definitions.

4. RESPONSIBILITIES
- **HIC Director** – Responsible for overall HIC security policy and implementation
- **Process Manager** – Ensuring SOPs are followed by team
- **Governance Manager** – Monitoring compliance, handling significant events, keeping SOP up to date
- **All HIC Staff** – Responsible for adherence to the SOP as specified
5. POLICY

For overall Policy see HIC Services SOP Appendix A – Policy.

5.1 Archiving a Project Dataset

5.1.1 Once the Approved Project has reached its end date, as shown within the PM System, HIC will liaise with the Approved Data User to ensure that they are finished with the data. If they are not, the end date will be updated accordingly within the PM System and the System Administrator will also be notified to extend the Approved Data User’s HIC Services Safe Haven account expiry date.

5.1.2 If the Approved Data User confirms that their Approved Project is completed the Project Dataset will be archived as per the appropriate Work Instruction.

5.1.3 Archived data is held for a period of 10 years unless otherwise specified in any agreements, on separate storage devices within the NHS network, located at distinct physical locations on the Ninewells Hospital campus, all managed by the Systems Administrator.

5.1.4 Deidentified project data, as released to HIC’s Safe Haven environments may also be archived to HIC’s Cloud-based infrastructure where that Cloud-based infrastructure meets the same security criteria as the Safe Haven itself. This data includes, but is not limited to:
- Pseudonymised (PROCHI’d) data released to the Safe Haven, including both archiving of the original copies of the files released to researcher, and researcher altered versions.
- Code and reports developed by Safe Haven users.
- Any other files present in the Safe Haven environment.

5.1.5 The potential use of the dataset will be reviewed by the HIC Governance Committee after 10 years, in consultation with the original Approved Data Users where possible and a decision will be made to either:
- Delete the dataset, including all back-ups, or
- Extend the archive period

6. APPLICABLE REFERENCES

- HIC Services SOP 01 HIC Data Security
- HIC Services SOP 02 Data Access Approvals
- HIC Services SOP 03 Handling Significant Events
- HIC Services Staff Confidentiality Agreement
- HIC Services Data User Declaration
- HIC Services SOP Appendix A – Policy
- HIC Services SOP Appendix B - Definitions
HIC Services SOP Appendix C – Roles and Contact Details