Archiving a Project Dataset

PURPOSE

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.

RESPONSIBILITIES

ROLE	RESPONSIBILITY
Approved Data User	Liaise with HIC to determine whether a dataset needs archived

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.

PROCEDURE

Policy

For overall Policy see Legal and Governance Policy.

Steps

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.
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.
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.
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. 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

APPLICABLE REFERENCES

- For Definitions see ISMS Glossary

DOCUMENT CONTROLS

Process Manager	Point of Contact
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Revision Number	Revision Date	Revision Made	Revision By	Revision Category	Approved By	Effective Date
1.0	01/01/24	Moved SOP to Confluence from SharePoint and updated into new template	Bruce Miller and Symone Sheane	Superficial	HIC ISMS team member	10/01/24
1.1	04/04/24	Updated Roles and Responsibilities	Bruce Miller	Superficial	HIC ISMS team member	5/04/24
1.2	10/04/24	Formatted document control table and added in revision category.	Symone Sheane	Superficial	HIC ISMS team member	10/04/24