

# Standard for the Use of a Collaborative Data Service from Outside PHSA for Research

## Summary of Changes

	NEW	Previous
<b>All Sites</b>	This Standard is applicable across all PHSA sites.	
<b>BCCA</b>		
<b>BCCDC</b>		
<b>BCEHS</b>		
<b>BCMHSUS</b>		
<b>C&amp;W</b>		
<b>Program/Service</b>		

## 1. Introduction

### 1.1. Purpose

This standard applies to the use of a Collaborative Data Service by Researchers.

Collaborative Data Services are being used to foster collaboration between Researchers by providing a service to support storing and/or synchronizing documents.

The purpose of this standard is to:

- Ensure that Personal Information and PHSA Restricted Business Information are protected; and
- Educate Researchers on use of Collaborative Data Services.

### 1.2. Scope

This standard applies to the use of a Collaborative Data Service by Researchers from a party outside of PHSA. This standard only applies to Researchers.

## 2. Definitions

1. The “Research Enterprise” is defined as comprising all of the research activities undertaken by PHSA Researchers within PHSA institutes, agencies, and programs, including but not limited to “The Genome Sciences Center”, “The BC Cancer Agency and BC Cancer Research Centre”, “The BC Centre for Disease Control”, “The BC Children’s Hospital Research Institute”, “Women’s Health Research Institute”, “the BC Mental Health and Substance Use Research Program”, and “PHSA Research Administration”.
2. A “Researcher” is defined as a person who:
  - a. has a direct relationship with PHSA by virtue of employment or being engaged as a privileged physician,
  - b. is employed by or registered as a student at a research intensive university with whom PHSA has an affiliation agreement, or
  - c. is a volunteer, service provider, or consultant, and
  - d. is conducting research under the auspices of PHSA, or
  - e. performing duties at one of the Research Enterprise.
3. A “Collaborative Data Service” is defined as tools or software provided by a party outside of PHSA to create and maintain data including, but not limited to, text, spreadsheets, images, communication and presentations. Examples of a Collaborative Data Service include, but are not limited to, “Google Drive”, “Microsoft Office 365”, “Dropbox” and “Amazon Drive”.
4. “Shared data” is data which is created, maintained, and/or stored on a Collaborative Data Service.

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5. Personal Information is as defined by the PHSA.
6. “PHSA Restricted Business Information” means information or data, in any form or medium, relating to PHSA, its business, operations, activities, planning, personnel, labour relations, suppliers and finances that is not generally available to the public, including Personal Information, and information that is identified as “confidential information” in accordance with the PHSA’s policies. It does not include information or data shared amongst authorized individuals for the purpose of collaboration, such as drafting grant proposals, administering grants, etc.
7. “PHSA System” means any of PHSA’s respective information systems, including shared electronic information system.

### 3. Standard

1. Personal Information and PHSA Restricted Business Information must not be included in Shared Data.
2. Researchers enter into agreements with Collaborative Data Services individually, not on behalf of an institution, such as PHSA, and are personally subject to the terms and conditions, terms of service, and acceptable use policies that are outlined by the Collaborative Data Service.
3. Shared Data must be released to the Research Enterprise or PHSA upon the request of the supervisor of the Researcher.
4. Collaborative Data Services may prescribe password standards which may not align with Research Enterprise or IMITS password standards. When this is not the case, Researchers should conform to passwords standards as set by their respective Research Enterprise and/or IMITS, when setting up Collaborative Data Services accounts.
5. Passwords in the Collaborative Data Service must be distinct from passwords used on computer systems of the Research Enterprise or used for PHSA Systems. Do not use the same password in both the Collaborative Data Service and at the Research Enterprise or PHSA.
6. If Shared Data is downloaded, or made available for offline work, the location on which the Shared Data is stored must be encrypted.
7. Researchers are responsible to ensure that Shared Data will be protected such that only parties with legitimate or defined access to the data are able to access the Shared Data.
8. It is the responsibility of the Researcher to ensure a backup copy is kept of any Shared Data maintained or stored on a Collaborative Data Service.
9. Researchers must consult with the IT support infrastructure of the Research Enterprise for approval of use and configuration of the service to ensure that the Collaborative Data Service is configured to only access the shared data and the particular shared data is appropriate for storage on Collaborative Data Services.

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10. Further information or details about this standard can be obtained from the IT support infrastructure of the Research Enterprise.

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