

OFFICE OF INFORMATION TECHNOLOGY – SECURITY & POLICY

**Data Security Plan – Principal Investigator/Folder Owner Questionnaire**

**HIPAA Notice: Purdue’s managed Box environment can be used to store de-identified data and limited data sets in scope of HIPAA for researchers. Fully identified data is subject to a security review and approval process. Please note that Box is not intended to be an Electronic Health Records (EHR) system, and should not be used to store active patient data.**

*Answering the following questions with as much detail as possible will help expedite the review process.*

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| ***Access Level*** | ***Description*** |
| *Level 1 – Fundamental Research (L1)* | Fundamental research means research in science, engineering, or mathematics, the results of which ordinarily are published and shared broadly within the research community, and for which the researchers have not accepted restrictions for proprietary or national security reasons. (15 CFR § 734.8(c)) (EAR Definition)​ |
| *Level 2 – Sensitive Research Data (L2)* | Data that should not be released to the public at the conclusion of a research project but is not covered by HIPAA or FERPA regulation.**Examples:** Home addresses, birth dates, religious orientation of an individual, and other personal information that can be used to identify someone. |
| *Level 3 – HIPAA or FERPA Research data (L3)* | Restricted data is data that is covered by government regulations such as HIPAA, FERPA, or CUI. Government penalties exist for unauthorized release of this data.**Examples:** Private Health Information (PHI), and student records covered by FERPA. |

**Data Classifications**Please list the following data types being transmitted and processed in the use of this project.

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| **Data Type** | **Access Level** |
| *e.g., survey data, PII* | *L2* |
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1. Is the intended use of this REED folder for research, departmental share, or personal work-related storage?
2. Please provide the name and email for the Principal Investigator or Folder Owner.
3. If there is a Secondary Investigator or Folder Owner, please provide their name and email.
4. What is the record number of this project? (COEUS, Cayuse, IRB, etc.)
5. Please provide a project name (if there is not an official name, please provide an unofficial one).
6. What is the purpose of this project (why are you doing this)?
7. What is the scope of this project (what are you doing)?
8. What is the source of the data being stored (self-generated, external organization, etc.)?
9. How will you receive this data from the provider (via email, download from a sponsor site, etc.)?
10. If the data is de-identified, how was identifiable information removed?
11. What is the format of the data? (Examples: spreadsheets, database, etc.)
12. How will the data be stored: Box REED Folder only, a mixture of services?
13. What secure destruction method will you use when you remove the data from your existing services or local storage?
14. How long will you maintain or keep the data?
15. How will you send results, reports, and other deliverables back to the customer (via email, FileLocker, by logging into a customer site, etc.)?
16. Do you have a need to use any of the Research Clusters/Supercomputers?
17. How many people (including grad students) will be on your project team?
18. What kind(s) of PC will you use to work on the data? Are they Purdue-issued PCs? Do you intend to store anything on the Purdue network shared drives, or on external drive?
19. Who provides support for the desktops/laptops/servers to be used in this project? If it is an IT department, please provide a name and contact information.
20. If an IT department provides your support, have you been in contact with them about this project?
21. Will you need to use Box REED Folder to collaborate with partners outside of Purdue?