Title

Research Data Storage

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Organisation(s) Involved

Tan Tock Seng Hospital

Healthcare Family Group(s)

Healthcare Administration

Applicable Specialty or Discipline

Clinical Research

Content Category

Training & Education

Learning Theories & Framework

Keywords

Research Data, Data Storage, Data Policy

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Spotlight

Research Data Storage

Have you ever encountered the situation where you're at a loss at where you can store your research data?

This article provides an overview of research data storage requirements and the storage options available within TTSH, including a new research data storage service that CRIO is introducing.

What are the general storage requirements?

- Individuals are accountable for proper usage and will need to report TTSH for any loss or non-compliance issue.
- Authorized corporate devices/corporate storage space should only be used and accessed by authorized persons.
  - Examples:
    - Hard drive stored in locked cabinet accessible only by study team members.
    - Shared Folder for a research study only accessible by study team members.
- All personal data files (containing patient's names, NRIC no., e.t.c) must be protected with strong passwords (in line with Healthtech Instruction Manual)

What are the possible storage options?

		Research Phase		
		Pre-Research	Ongoing Research	Post-Research (Study Closure)
Corporate	Corporate-approved secured data storage facilities managed by IHIS • Shared Folder / Drive • SharePoint* • NHG REDCap * Not readily available in TTSH as yet	✓	✓	✓
Corporate	Corporate-issued Devices • Hard Drive • Thumb Drive • Laptop		✓	
Non-Corporate	Personal Devices • Hard Drive • Thumb Drive • Laptop	✗	✗	✗
Non-Corporate	Non-corporate approved Cloud services (eg. Google Drive)	✗	✗	✗

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What are some specific storage requirements?

NHG REDCap
NHG REDCap is strongly recommended as the data capture tool for all NHG research activities. For more information and queries, please visit NHG Website https://www.research.nhg.com.sg (Resource -> NHG Research Database Platform (REDCap) or contact the NHG REDCap Administrator (redcap@nhg.com.sg)

Corporate-Issued Hard Drive & Thumb Drive
- Mainly encouraged to be used only during file transportation (file transfer, sharing, copying into work station, etc.) – especially sharing data with collaborators or individuals beyond the NHG network
- **All research data of closed studies**/**Standing Database** should **NOT** be stored using these devices
- The Lenovo ThinkPad USB Secure Hard Drive and Secure USB for Roaming Users (SURU) Storage Drive are the only authorized encrypted external storage devices. Please approach your department or IT office to acquire/purchase these devices.

Corporate-Issued Laptop
- Corporate issued laptops should be used if there is a need to store data in a mobile device
- De-identified research data sets can kept within the laptop for specific use like data analysis

Shared Folder / Drive
- Can be within department shared folder but reminder research data should be only accessible to authorised personnel
- New Service from CRIO: **Centralised Research Data Storage**

References:
1. NHG Research Data Policy – Storage of Research Data:
   http://ttshcru/data/SOP/NHG%20Research%20Data%20Policy%20-%20Version%201.0.pdf
2. NHG Research Data Guidance Document:
   http://ttshcru/data/Regulations/NHG%20Research%20Data%20Guidance%20Document%20-%2021072020.pdf
3. HealthTech Instruction Manual - Data Management (HIM-DM):
   http://ttshcru/data/DM/MOH%20Cir%20No%20176_2020_01Jul20_Data%20Management%20Policy%20Document.pdf

Spotlight

Research Data Storage

Centralised Research Data Storage

A new service provided by CRIO that aims to provide **dedicated storage** for all research studies (including Standing Database) that is **affordable**, **secure** and **hassle free**. This service is hosted in the TTSH Local Data Centre which is managed directly by iHiS.

Storage for your research data and files
Support various data format (e.g. xls, ppt, doc, images)

DEDICATED STORAGE   **HASSLE-FREE**

AFFORDABLE   **SECURE & BACK UP**

<= 5GB: Complimentary
> 5GB: Basic charges apply*

Self-service intranet online request & user access management
Automated reminders for data retention timelines
Just like Shared Folder

No need to worry about loss of data
Security & Automatic Back up managed by IHIS

Possible Usage

Working folder to collaborate within project team (TTSH Staff only)

Back up storage for finalized files & data

Archival storage during data retention period

Non-RedCap Standing Databases

How to Apply?

1. Get ready the info about your project

2. Submit a request in the link provided below

3. Agree to our usage T&Cs

4. Start using!

Research Storage Link:

https://ttscriovpapp01/redcap/surveys/?s=K8HTYWKAKL

Any further queries about storage space requirement or TTSH Centralised Research Data Repository, feel free to reach out to
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