CHICKEN SOUP FOR THE BUSY COORDINATOR

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### HOW SHOULD RESEARCH DATA BE SHARED?

**Scenario:**

Dr A, a Principal Investigator (PI) from a NHG institution, has recently completed collection of quantitative data for a research project. He would like to delegate the data analysis to his study team members who are from the same institution. How can the Clinical Research Coordinator (CRC) assist Dr A on this?

The CRC could assist Dr A in ensuring that proper documentation, procedures and platforms are used for this purpose such as:

**A. Prior to sharing of research data**

- ✓ The Study Responsibility Log clearly states who in the research team will be responsible for data management activities (e.g. data analysis).
- ✓ The database (for data analysis) should not contain subject identifiers. The data linking subject identifiers and the subject identification codes should be stored separately.

**B. Methods of transferring/ sharing of research data**

The PI can share research data with his study team members using the following methods:

- Send via attachments through Hmail eDoc allows Hmail users to transfer large file in a secure way.
- Use only authorised corporate issued devices (e.g. portable USB drive) to transfer data between collaborators and study team. The device should only be accessed and used by authorised persons.

Note: *Individuals issued with corporate devices are accountable for the proper usage and will need to report to the institution for any loss and non-compliances. There should also be an asset tracking of these storage devices for accountability.*

**Other Things to Note:**

- When data is stored in portable media such as CD ROM, USB drive etc., subject identifiers should never be stored in the same drive.
- Personal hard disks or thumb drives are unauthorised and should not be used.
- Personal email accounts cannot be used to send patients' or research subjects' personal data.
- Emails containing patients' or research subjects' personal data must not be forwarded to personal email accounts.
- In the informed consent form, there should be additional statements clearly indicating the collection and use of identifiable data and that any data that have been collected until the point of withdrawal will be kept and analysed to enable a complete and comprehensive evaluation of the study.

**Reminder**: In the event of a research data breach, researchers should report the breach in accordance to their institution policy.

**References:**

- NHG Proper Conduct of Research SOP 501-B08: Data Collection and Handling
- NHG Proper Conduct of Research SOP 501-C01: Informed Consent Form and Process

**Additional Readings:**

- Hmail – eDoc FAQ Version 1.6
- NHG Research Data Guidance Document
- NHG Research Data Policy

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