DPAU Data Management Policy

This policy defines the end-to-end process of data management in any one case for the purpose of DPAU, and sets out the obligations on the involved parties, which align with the legal context of the DPAU Data Deposit Agreement and DPAU Data Access Agreement.

Governance

Contributing Research Studies (CRS) are invited to deposit data with DPAU. CRS are invited to deposit as much or as little of their data as they wish. Complete and partial data transfers are supported.

Transfer of data to DPAU does not imply any change in legal ownership or governance principles of any dataset. DPAU acts as an enabling infrastructure, working with data owners to facilitate the curation and storage of data, and access to data.

Deposited data may be removed at any time, without providing cause, by receipt by DPAU of written notification from the data owner requesting the removal of data from DPAU. CRS data will be removed from DPAU once all approved DPAU Projects using the data have completed, as set out in the Data Deposit Agreement. If no projects are ongoing, data removal can be immediate.

Upon transfer or at an appropriate stage of discussions surrounding CRS data, a refresh rate can be established in order that data are kept up to date as necessary in line with ongoing CRS work.

Primary Data Transfer

CRS data will be transferred to the DPAU Secure eResearch Platform (Monash SeRP) tenancy at Monash University, Australia, to be prepared for access by the DPAU research community. CRS Data shall be provided to UNSW in a de-identified and non-re-identifiable form. DPAU will curate the data according to a DPAU common data model. Data curation will include liaison with the CRS team to ensure the sense of the data is retained.

Data Storage

CRS data will be housed in its own dedicated area of the Monash SeRP tenancy, readily accessible by CRS permitted persons, and upon request and subject to access procedures by the wider DPAU research community. The virtual desktop is opened and accessed with two-factor authentication using Okta Verify and Monash VPN using CISCO AnyConnent. The VDI

houses software such as SAS, STATA, SPSS, Python and R, although the space can be customised for any one user's/project's requirements (subject to additional costs).

Data held by DPAU will only be made available to bona fide researchers who have successfully completed the DPAU Project Data Access Application process. Bona fide researchers are defined as being any one researcher with professional expertise to conduct bona fide research, and who has a formal affiliation with a bona fide research organisation that requires compliance with appropriate research governance and management systems.

The web-facing part of the DPAU Data Portal is accessible to any member of the public.

Data Use

Data provided to researchers will be available in the DPAU Analysis Environment through the Virtual Desktop Infrastructure (VDI). In this situation, data will always be geographically located on the DPAU SeRP tenancy (at Monash University) no matter from where in the world the data are being accessed. This explicitly restricts data manipulation to within the virtual desktop. Data shall be provided within a file folder, which will be shared amongst nominated users should the project involve multiple approved users.

Analysis of data shall be performed within the VDI, using the supplied analysis and statistical software, which can be customised (subject to additional costs).

Originally supplied individual-level data and subsets of such data are not permitted to leave the VDI. Results are restricted to certain file types such as SQL scripts, SPSS syntax, SPSS outputs, frequency counts, statistical outputs and project reports. Such results are scrutinised before approval to be released from the VDI. (Please note that this approvals process is not instantaneous and allow 48-72 hours for the approval to be provided).

Results then used in publications will be reviewed as part of the publication process and policy. Access to the DPAU Analysis Environment will be governed by the DPAU Data Access Policy.

Contact information

If you have any questions on this policy, please contact dpau@unsw.edu.au.