

SOP number	<b>59.004</b>	Version	<b>1.0</b>
Title	<b>Management of Patient Identifiable Data</b>		

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SOP category	West of Scotland Safe Haven			
Staff category				
Staff Category	R	A	C	I
West of Scotland Safe Haven Manager		X		
Data Management	X			
Data Processing Staff	X			

## 1. Scope

This procedure applies to the Safe Haven within NHS Greater Glasgow and Clyde.

## 2. Purpose

The purpose of this SOP is to describe the procedures relating to management of patient identifiable data.

## 3. Procedures

### 3.1. Handling of Patient Identifiable Data

The Safe Haven will receive identifiable data when including a new dataset. Receipt of data of this kind would be with the explicit knowledge and approval of appropriate authorities and shall be handled under conditions appropriate for ethical approval and the protection of subject confidentiality.

Unless otherwise instructed within the Safe Haven Data Management Plan, the following procedures apply to receipt of patient identifiable data:

- Secure storage is provided for identifiable data via the BI Origin platform, with access by authorised personnel only.
- A traditional data warehouse methodology will be adopted to extract and process data into purpose built data marts that meet the necessary requirements of the service and research bodies.
- A Role Based Access Control (RBAC) model is in place to ensure appropriate access to data.

**4. Referenced documents**

- N/A

**5. Related documents**

- Data Management Plan

**6. Document history**

Version	Date	Description
1.0		Migration to Glasgow Clinical Trials Unit QMS

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