

SOP number	59.005	Version	1.0
Title	Data Management: Transfer of Electronic Data		

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SOP category	West of Scotland Safe Haven																		
Staff category																			
<table><tr><th>Staff Category</th><th>R</th><th>A</th><th>C</th><th>I</th></tr><tr><td>West of Scotland Safe Haven Manager</td><td></td><td>X</td><td></td><td></td></tr><tr><td>Data Management</td><td>X</td><td></td><td></td><td></td></tr></table>					Staff Category	R	A	C	I	West of Scotland Safe Haven Manager		X			Data Management	X			
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Data Management	X																		

1. Scope

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

2. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the procedures for transferring electronic data.

3. Procedures

3.1. General

Requests for data transfer will be coordinated by the Safe Haven Manager, or the Project Manager. Data transfers should be documented in the data management plan in accordance with SOP 07.007 Data Management Plan for Clinical Trials.

3.2. Outgoing Transfers

All outgoing transfers will be accompanied by information such as file names, number of records and variable names. Data transfer information, (for example, file format, encryption method used, reason for transfer and validation procedures undertaken) will be documented. Transfers can be sent via e-mail or FTP. Completion of successful transfer will be requested from recipients.

3.2.1. Data being transferred across Safe Haven portal

Before transferring any data across the Safe Haven portal, an access form must be completed (Form 24.001A), outlining the file names, size and who will be accessing the data for analysis. This activity falls within the Data processing Agreement between the University of Glasgow and NHS Greater Glasgow & Clyde and relates to SOP 07.008 which documents the transferring of data between these two organizations.

3.2.2. Data being transferred to another Safe Haven

Before releasing any data to another Safe Haven, a Data Sharing Agreement (<https://scottish.sharepoint.com/sites/GGC-eHealth/SitePages/Information-Governance-Templates.aspx>) must be completed and agreed between the Safe Haven sites.

3.2.3. Data being transferred directly to a researcher

Data will only be released directly to researchers under the following circumstances:

- In an aggregated form
- Against a study ID where informed consent is in place
- As a list of CHI numbers where patients eligible for recruitment have been identified following feasibility screening, with consent from either a GP or treating Consultant

3.3. Incoming transfers

Where appropriate, incoming data will be transferred to a SQL Server database and access assigned to users in accordance with SOP 02.018. Successful transfers may be acknowledged via e-mail or as requested by the sender. Incoming data that are difficult to transfer should be returned to the sender with notification of the identified issues.

All procedures for including new datasets within the Safe Haven should be compliant with SOP 59.008.

3.3.1. Data transferred from a researcher

Data may be received from a researcher under two circumstances:

- a) To deposit in the Safe Haven for future research
- b) To add relevant data files to their project for analysis

In the case of a), researchers must fill in a Data Deposit form (Form 59.005A) in order for the Safe Haven team to assess the feasibility of including the data within the Safe Haven.

In the case of b), these files will often arrive by email (usually within the NHS network but sometimes via FTP). Guideline 59.005A offers further guidance on this process.

3.3.2. Data transferred from another Safe Haven

Data arriving via another Safe Haven will usually either be transferred via Safe Haven mailbox at safehaven@ggc.scot.nhs.uk or FTP.

3.3.3. Data internally transferred from within eHealth Directorate

This type of data transfer is usually due to approval of databases held within the NHSGGC network being made available to the Safe Haven. In these cases, the data will be retrieved by a member of the eHealth Directorate BI Technical Team for use in the Safe Haven.

4. Referenced documents

- SOP 02.018 - Security Management: User Account and Access Rights Management
- SOP 07.007 - Data Management Plan for Clinical Trials
- SOP 07.008 - Data Management: Transfer of Electronic Data
- SOP 59.008- Importing Datasets into the Safe Haven
- NHS GGC UK GDPR Compliant Template Data Sharing and Processing Agreement
<https://scottish.sharepoint.com/sites/GGC-eHealth/SitePages/Information-Governance-Templates.aspx>
- Form 59.005A - West of Scotland Safe Haven Data Application Form
- GUI 59.005A - Adding Researcher Created Files to Projects
- Form 24.001A - West of Scotland Safe Haven Access Form

5. Related documents

- None

6. Document history

Version	Date	Description
1.0		Migration to Glasgow Clinical Trials Unit QMS

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