STANDARD OPERATING PROCEDURE
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Title:	**TRE Data Export and Output Checking**
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1. Purpose

This document describes the steps that must be carried out if any file needs to be exported from the TRE.

This differs from the procedure for data export described in SOP-05-03. Data output checking is conducted when a TRE user needs to take a file that they have derived from the source datasets out of the TRE. Examples of such output could be a map, a graph, or a tabulated log file. An output checker needs to establish whether the file requested as output has the potential to disclose any personal information if it were released into the public domain (see Appendix).

The Trustworthy Research Environment (TRE), and all systems contained within, is involved in handling information that must be managed in a way that ensures its confidentiality, availability and integrity. Implementing security controls throughout the lifecycle of a system can help the TRE achieve its ISMS objectives, regulatory requirements and the needs of its users.

2. Scope

A file, or zipped directory of files that has been created within the virtual workstation belonging to a TRE project.

3. Responsibilities

The Information Security Manager (ISM) is responsible for:
- Ensuring that the Information Governance Manager and output checkers have access to the export directory in TRE project virtual workstations.
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The Information Governance Manager (IGM) is responsible for:
- Ensuring that data output checkers have completed the required training
- Keeping an audit trail of all correspondence with TRE users
- Keeping an audit trail of all approved outputs for each TRE project

The TRE user is responsible for:
- Placing files for output checking in the export folder of their project virtual workstation
- Ensuring the content of these files is complete, accurate, and clearly labeled
- Communicating the request to the output checker and helping the output checker with any enquiries they might have

The output checker is responsible for:
- Applying statistical disclosure rules to each file requested for output
- Providing timely feedback to the TRE user

4. Procedure

- The TRE user moves the file they wish to be exported into an export folder they have created within their home directory, for example `/home/[username]/export`
- The TRE user requests the export of this file by completing FORM-007 and emailing it to: tre-support@listerv.manchester.ac.uk

- The TRE System Administrator receives a request via the TRE Infrastructure Report to move this file into the project's `/home/export` directory.
- Output checker views the file within `/home/export`
- Output checker liaises with user as necessary to understand the requested output file(s) and, on examining the files and previous output approved for that project, to decide whether each file is disclosable according to statistical disclosure checking rules.
- Output checker consults with another TRE output checker to verify their decision.
- Output checker tells the TRE user the decision. This correspondence is via email to the TRE user, output checkers are CCed in this email, and any approved files are attached.
- If the TRE user disagrees with a decision to not disclose requested output they can appeal by email. The final decision for any appeal rests with the IGM.
- Once it has been established that the file can be exported, the TRE System Administrator receives a request via the TRE Infrastructure Report to export this file from the project's `/home/export` directory, and send it to the TRE use.

Important considerations

- The TRE is supported by a small team. The outcome of one round of review of output checking can take <u>one week</u>. Please plan your analysis, and let us know in good time about any large, complex, or unusual requests.
- Unless the user can demonstrate that there is minimal risk to confidentiality, exports will be rejected if they are found to contain details including (but not limited to) names of individuals or organisations, full file paths within the TRE, or numbers small enough to be disclosive.
- Amendments to this procedure are possible, but only if arrangements are in place to minimize the risk of disclosure.

5. Cross-referenced ISMS Documents

Number	Type	Title
FORM-007	ISMS\Forms	TRE Project Service Request Form
SOP-05-03	ISMS\SOP\Asset and Supplier Management - SOP	Importing Content into the TRE
SOP-05-03	ISMS\SOP\Asset and Supplier Management - SOP	Importing Content into the TRE
SOP-03-02	ISMS\SOP\TRE Operations - SOP	TRE User Manual and Agreement
SOP-03-23	ISMS\SOP\TRE Operations - SOP	Using the TRE Secure Data Access Room

6. Appendices

Statistical disclosure control procedure for Administrative Data Research Network Secure Data Centres, which the TRE output checking process is based on:
http://adrn.ac.uk/media/174254/sdc_guide_final.pdf

Further practical guidance is available from the Secure Data Group Handbook freely downloadable from: https://securedatagroup.org/sdc-handbook/