**Please complete the entire table.**

PI Name:

Study #

Security Classification:

(Use VCU data classification survey to determine classification) [go.vcu.edu/dataclassification](http://go.vcu.edu/dataclassification" \t "_blank)

Are all computing devices associated with this study encrypted? \_\_\_\_\_\_\_\_\_

Are you using an thumb drive for any data storage? \_\_\_\_\_\_\_\_\_\_\_\_\_

If so, is it an “Iron Key”? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Describe the potential risks associated with participation in the study, the procedures to protect against or minimize potential risks and asses the likelihood of the risk occurring, and if it were to occur the seriousness to the subject.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Risk** | **Potential Risks** | **Procedures to Protect Against/ Minimize Risks** | **Likelihood of Occurrence** | **Seriousness to Subject if Risk Occurs.** |
| **Physical Risks:** |  |  |  |  |
| **Psychological Risks:** |  |  |  |  |
| **Economical Risks (include insurability, employment, etc.):** |  |  |  |  |
| **Social Risks:** |  |  |  |  |
| **Legal Risks:** |  |  |  |  |
| **Breach Risks:** |  |  |  |  |
| **Community Risks:** |  |  |  |  |
| **Other Risks:** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Comments:

Breach/Data Security policies regarding Research DATA

*Research Data: Category I Data*

*Sensitive research data is required to be confidential (high) due to various factors, including human subject data, intellectual property rights, large grant funding, etc. Integrity of the research is recommended (high) because the data must be accurate and free from errors. Availability is recommended (medium), because the university is not necessarily in any danger or in violation of any law if the data is unavailable for a period of time.*

*Summary of sensitive research data:*

*• Need for Confidentiality is required (high)*

*• Need for Integrity is recommended (high)*

*• Need for Availability is recommended (medium)*

*Since the Need for Confidentiality is high, the controls to protect this data are required.*

www.ts.vcu.edu/.../askit/mc-docs/VCUDataClassificationGuidelines.pdf

You can also reference the School of Medicine's Data Classification policy -

<http://ts.som.vcu.edu/docs/infosecuritystandard.pdf>

It's list of "sensitive data" begins with "*Proprietary research data*"

Under the VCU Security Standard for Electronic Academic Research Data and Intellectual Property, it states:

Requirements of Standard:

R1. Risk Management

• R1.1 Data Sensitivity Classification – each data owner shall identify the sensitivity requirements of all types of data being handled using the criteria of confidentiality, integrity and availability (see VCU’s Data

Classification Guidelines) and determine whether each type of data may also be subject to other regulatory requirements. It is assumed that research data has a high degree of integrity and availability. A sensitivity rating of high on the criteria of confidentiality should be used to classify the data as sensitive.