

**GRAMPIAN DATA SAFE HAVEN (DaSH)**

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| **Setup and Management of a Secure DaSH folder for Research Project Data** | |
| Version: 2.5  Date: 23/10/2014 | Approved By:  Date:DD/MM/YY |
| Owner: *S Hall, DaSH Research Coordinator* | Next Review:DD/MM/YY |

**Access to your secure folder**

On your assigned computer please open a Remote Desktop Connection as follows:

1. Click the **Start** button (MS logo) at the bottom left of your screen then
2. Depending on which version of Windows you have either select **All Programs** then **Accessories** then **Remote Desktop Connection** or click on **Remote Desktop Connection** which you will see as soon as you open the start menu
3. When prompted for the computer, add the following: **safehaven1.uoa.abdn.ac.uk** then click **Connect**.
4. Log on using your normal user name (if requested) and your password to connect to the Safe Haven virtual desk top environment
5. Click the folder icon on the bottom menu bar and you will find your project folder is in the H drive SafeHavenStore.
6. Software for your analysis can be found by clicking the **Start** button (in the safe haven window) and then selecting **Programs**

**Accessing your secure folder via a shared computer**

This section usually just applies to students using shared computers.

For added security please arrange for DIT to reduce the length of time it takes for your computer to automatically shut down after a period of inactivity. Contact the DIT service desk ([Servicedesk@abdn.ac.uk](mailto:Servicedesk@abdn.ac.uk)) **by email** and request the power down facility to be reduced to 5 minutes. Please supply them with your computer number.

**Importing files to the secure folder**

If you need to add files to the DaSH folder you can do this by emailing the files to DaSH and the files will be uploaded for you by your Research Coordinator. For large files you may have to compress them, see the IT Services information sheet ‘*File compression in Windows*’ ([www.abdn.ac.uk/dit/documents/factsheets/**file**-**compression**.pdf](http://www.abdn.ac.uk/dit/documents/factsheets/file-compression.pdf)). Upload your large /compressed file to ZendTo using the instructions on this website <https://zendto.abdn.ac.uk/>

ZendTo allows you to send files up to 20.0 GB and will retain your files for 14 days.

Transferred files should be encrypted using 7zip or WinZip; 7zip is accessible through the Start / Programs menu of your computer. Please remember that files will be checked by the Research Coordinator and should not contain any person identifiable information.

Please email your DaSH Research Co-ordinator using the DaSH email address (dash@abdn.ac.uk) before you send a file via ZendTo just to let her know to expect it.

**Release of data from the folder**

When you want to release the results of your analyses or any other project outputs or information from the DaSH secure folder please send the relevant file names (and sub folder names if relevant) to your Research Co-ordinator using the DaSH email address. The arrangements agreed in your DMP for a statistical disclosure check (DMP Section 5, Release of Study Result/Outputs) will be put in place prior to release.

**Please note that this is the only way that your results/outputs and information should be removed from your safe haven folder**.

**DaSH support**

Please email [dash@abdn.ac.uk](mailto:dash@abdn.ac.uk) if you have any issues connecting to the folder, any other problems relating to the folder or to the software.

It is important that DaSH is aware of any technical problems so please either contact DaSH or if you contact IT Services helpdesk ([servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk)) directly you must inform DaSH (copy any email correspondence with the helpdesk to DaSH).

**Your responsibilities**

These are described in detail in the **Investigator Declaration: Terms of Use for Data Linkage/Sensitive Data Studies** document.

Please remember:

* that any data released to you should only be used as described in the Data Management Plan (DMP)
* you cannot transfer or copy by any means (eg electronically or manually or by generating print outs) individual patient data out with the DaSH secure folder
* the only method of removing documents/results/outputs/information from your safe haven folder is to contact DaSH and provide the names of the files/folders you want released; they will then be assessed by a DaSH Research Coordinator (or named statistician if appropriate) for risk to patient confidentiality prior to release
* no publication should appear in any form in which an individual may be identified unless the written permission of that individual has been obtained
* you should follow the Study Statistical Disclosure Control Guidance as agreed in your DMP

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| **Version** | **Date** | **Author** | **Description** |
| V2.6 | 11/3/2015 | S Hall | Amended DaSH Support section so it reflects the DaSH WP ‘Service Desk – Incident and Request Management’ v1.1 |
| V2.5 | 24/10/2014  (The date the last amendment was made) | S Hall | Removal of information that should be provided to researchers earlier in the project cycle ie info about software requirements; licensing agreements and setting up of safe haven folder.  Emphasis on the process of removing information from DaSH |