**Research Data**

ORP has a classification system for storing human subjects data. This 3-level classification system is designed to apply to the three types of human subjects data that we typically see at Boston College. The idea is that as the risk posed by the research project increases, so do the requirements for maintaining human subjects data.

If you have questions about the IRB requirements for storing and protecting your human subjects data, it is best to contact ORP. ORP works with Research Services regarding data resources. PI's are encouraged to contact Research Services or their TC's for more specific information on how to access and work with these tools.

<table>
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<tr>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
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| • Information that is de-identified  
• Information that is considered public information  
• Information that is non-sensitive, benign (disclosure will not cause harm to human subjects) | • Information that has identifiers  
• Information that is confidential  
• Information that is sensitive  
• Information that is protected by state or federal laws  
• PHI (Protected Health Information)  
• Information that requires a data security agreement | • Information that is highly sensitive and the disclosure of the information would cause harm to human subjects  
• Protocols that require full board review would typically meet Level III classification |

**Data Storage Options**

- **Level I**
  - (1) Departmental servers  
  - (2) Google drive
- **Level II**
  - (1) Departmental servers  
  - (2) RedCap  
  - (3) Linux Cluster
- **Level III**
  - (1) Departmental servers  
  - (2) RedCap  
  - (3) Linux Cluster

**Departmental Servers**

Consult your TC to set this up for you. Departmental servers allow you to restrict permissions. Students need a faculty sponsor to use a Departmental server.

**Google Drive**

Google drive is an acceptable tool to store data if it meets Level I criteria. Google drive with is available to BC faculty and staff.

**RedCap**

RedCap was originally developed by researchers, for researchers and it was meant to be a data repository. It can be used for data entry, creating surveys, and storing data. PIs can upload data from an Excel spreadsheet.

**Linux Cluster**
Linux Cluster can be used for secure, bigger pieces of restricted data that falls under license agreements. It can also be used for smaller data sets. If sits behind a firewall at BC.