Routing (Investigator): Certification/Data Security

Level II Data Security Requirements:

Based on the information you’ve provided, your study will be collecting data that require additional security measures to ensure that they are adequately protected from inadvertent disclosure. Due to the nature of these data, you are required to implement the following security measures on any computer(s) that will store or access information collected for this study. We strongly suggest that you coordinate your efforts in this area with your unit’s IT support or IT security personnel.

Required Measures for Level II Data Security

1. Access to study data must be protected by a username and password that meets the complexity and change management requirements of a UNS WPA.
2. Study data that are accessible over a network connection must be accessed from within a secure network (i.e., from on campus or via a VPN connection).
3. Computers storing or accessing study data must have Symantec Endpoint Protection (AntiVirus/AntiSpyware) installed and updated regularly where technologically feasible.
4. Patch management and system administration best practices should be followed at all times on systems storing or accessing data.
5. Users should be granted the lowest necessary level of access to data in accordance with ITS Security’s Standards and Practices for Storing or Processing Sensitive Data (where technologically feasible).

**These requirements do not replace or supersede any security plans or procedures required by granting agencies or sponsors. Questions or concerns about compliance with these requirements should be directed to your local IT support staff.

Additional IT Security Resources:

- ITS Security
  - Data Protection Policy: Information Security Guidelines
  - ECM Information Security

Due to the nature of your study data, the senior IT official in your school or department will also be notified about your study and may contact you or your technical contact(s) to discuss any data security questions or concerns they may have. If you have indicated that your research will take place in another unit on campus (i.e., a Center or Institute), that group will also be notified.

Please provide contact information for the individuals or groups who will provide IT consultation for your study and will manage your data. Your study data is stored on an [IT] Department, Individual, Researcher, etc. [Name] [Email Address] [Phone] [NA] [NA]