

Data Inventory-Human Studies

Principal Investigator:

Title:

Protocol Number:

Project ID Number:

Date Prepared:

Section 1 - Non-sensitive and Sensitive Data Use

The VA Office of the Inspector General has required that all VA Research Data be accounted for. In order to accomplish this South Texas Research Service is conducting this data inventory of both VA sensitive and non-sensitive data.

South Texas VA Research Service has defined **VA Sensitive Information (VASI)** as: Any information which refers to the health status of an individual which has the potential to identify that individual or a demographic group.

Section 2 - Hardcopy Data

Will VA Research Data in hardcopy form be stored for this study (includes paper, tape recording, film, etc.)?

Yes No

If yes, list the VA locations where you will store hardcopy VA Sensitive Information (VASI) for this study. Include the security measures such as in a locked cabinet inside a locked room when unattended.

- Sensitive Data Storage location-
- Non-sensitive Data Storage location-

Section 3 - Electronic Data

Is VA Research Data is stored on the VA secure network (do not include CPRS)?

Yes No

If yes, identify the locations (server/folder etc).

- Sensitive Data Storage location-
- Non-sensitive Data Storage location-

Is VA Research Data stored on a computer local hard drive (even temporarily) such as by specially obtained software?

Yes No

If yes, identify the computer system and describe the sensitive data and how it is secured.

- Sensitive Data Storage location-
- Non-sensitive Data Storage location-

Will electronic VA Data be stored outside of the VA secure network (such as in portable devices, on removable media, at another institution, or collected by external web application)?

Yes No

If yes, describe the storage method (e.g., in a VA encrypted laptop) and security details, including the device/media location and ownership. Identify backup procedures for portable devices/media. If applicable, identify the web applications, their security features, the nature of the data involved, and the research purpose. Identify any agreements related to the protection of this data.

Sensitive Data Storage location-
 Non-sensitive Data Storage location-

Section 4 - Images

Will images with personal identifiers (e.g. research [not clinical] records containing x-rays with patient names or record numbers) be used?

Yes No

If yes, indicate where images with identifiers are stored

Sensitive Data Storage location-
 Non-sensitive Data Storage location-

Section 5 - Photos with Faces or Recordings

(Note: If patients are involved, a special consent form (VA form 10-3203) will be required.)

Will photos with faces or recordings are stored?

Yes No

If yes, indicate where photos or recordings are stored

With the study secured hardcopy information
 With the study electronic sensitive information

Section 6 – Identified Biological Specimens

Will biological specimens with subject identifiers (not code numbers) be stored?

Yes No

If yes, indicate where they are stored and the security measures employed.

Section 7 - Transporting and Sharing VASI

Is VASI collected outside of the VA? *(Note: An approved Authorization to Transport will be required.)*

Yes No

If yes, describe what is collected outside the VA and how it is secured in transit back to the VA

Is VASI transported outside of the VA for any purpose other than sharing (covered below)? *(Note: An approved Authorization to Transport will be required.)*

Yes No

If yes, describe what is transported outside the VA, for what purpose, and how it is secured in transit

Can VASI be disclosed to monitoring/auditing agencies by HIPAA Authorization? *(Note: The Research Office must be notified when monitors come to audit)*

Yes No

If yes, indicate the monitors/auditors that will have access by HIPAA Authorization

Will a copy of VASI be shared outside the VA for other purposes (e.g. collaborators or sponsors) by HIPAA Authorization?

Yes No

If yes, describe what is shared, who receives a copy of VASI, and how it is secured in transit

Will a copy of VASI be shared or disclosed without HIPAA Authorization? *(This is rarely approved).*

Yes No

If yes, describe what is shared, who receives a copy of VASI, and how it is secured in transit

Section 8 - Use of Coded Data

Will coded data that excludes personal identifiers be used? *(Note: Coded data excludes all HIPAA identifiers per VHA Handbook 1605.1 Appendix B, which includes dates)*

Yes No

If yes, indicate where the code key is stored (choose one)

- With the study hardcopy VASI, but separate from the coded data
- With the study electronic VASI, but separate from the coded data
- Both of the above

Section 9 - Any Other Relevant Details

Add any other privacy or information security details here

Primary Investigator Signature