

ORP has revised its classification system for storing human subjects data to better align with the [Boston College Data Security Policy](#). The BC data policy classifies data among four categories, according to the level of security required. In descending order of sensitivity, these categories are *strictly confidential*, *confidential*, *internal use only*, and *public*. Generally, data collected in IRB-approved protocols falls into the three latter categories.

As the risk posed by the research project increases, so do the requirements for the safe maintenance of human subjects data. If you have questions about IRB requirements for storing and protecting your human subjects data, it is best to contact ORP. The chart below describes how data in IRB approved research projects may be classified.



|  |                        |         |  |
|--|------------------------|---------|--|
|  | Dropbox, Google Drive) | Box.com |  |
|--|------------------------|---------|--|

#### Departmental Servers

This is the preferred method of data storage because it is convenient and secure. Please contact your TC or Research Services if you need help getting one set up for your data. Students will need a faculty sponsor to use a departmental server. You can restrict permissions on these folders, indicating people on your research team who should be allowed to access the data. BC backs up these folders multiple times a day.

#### REDCap

REDCap was originally developed by researchers, for researchers. It was originally developed to function as a data repository, but can be used for data entry, creating surveys, and storing data. PIs can upload data from Excel spreadsheets. BC's installation of REDCap is on a BC-owned server behind the BC firewall. It is backed up regularly.

#### Linux Cluster

[The Linux Cluster](#) can be used for large sets of restricted data that fall under license agreements. It sits behind the BC firewall.