

Research St. Joseph's – Hamilton (RSJ-H)		<b>Pages</b> 1 of 2	<b>Number</b> 052-RSJ-H
<b>Policy Title</b> ownCloud Appropriate Use		<b>Date</b> 01 April 2014	
<b>Supersedes</b> New policy	<b>Cross Reference</b>	<b>Issuing Authority</b> RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

**Position responsible** for developing and maintaining the policy: RSJ-H Scientific Director

## 1.0. PURPOSE

Provide guidance to those associated with Research St. Joseph's – Hamilton (RSJ-H) who would like to use ownCloud in the conduct of research related matters; including clinical, academic, and operational uses.

## 2.0 SCOPE

ownCloud is a web and client based software program released under the AGPL (<http://www.gnu.org/licenses/agpl-3.0.html>) to allow the secure and convenient syncing and sharing of electronic documents. The Research St. Joseph's – Hamilton Information Services group offers the support and use of the service to those associated with RSJ-H.

ownCloud allows users to synchronize files across devices using a software client (Desktop clients are free however, clients for Android and Apple devices [phones, tablets] have a nominal charge from their respective software repositories.). A secure web based interface exists that allows users to view files from any Internet connected PC with the correct Username and Password.

Files can be shared with other ownCloud users or external parties via web links.

ownCloud is third-party software. In no way does RSJ-H certify software integrity or take responsibility for the software or its operation. Unexpected behavior, data loss and failure may occur at any time and although RSJ-H will do its utmost to reduce the risk of such events it in no way certifies that they will not occur.

## 3.0 DEFINITION OF TERMS

- 3.1 **PI / Principal Investigator** - A person responsible for the conduct of the research study, including requesting authorizations for other members of the research team.
- 3.2 **Project Team Member** – PI, research assistants, nurses, project managers, data entry persons and other personnel granted access to ownCloud at the PI's request.
- 3.3 **ownCloud System Admin** - RSJ-H personnel responsible for implementation and maintenance of ownCloud software and servers (example: restoring data from back-up, system upgrades, security patches).

These Research St. Joseph's - Hamilton policies are **CONTROLLED** documents as are all management system files on the intranet. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use.

- 3.4 **Authentication** - A confirmation from the authoritative source (Active Directory, LDAP etc.) that the user credentials (user name and password) are valid.

#### 4.0 POLICY

Any authenticated user has, as a researcher at RSJ-H, a right to access ownCloud, and store and synchronize data on the server. Currently, table-based authentication serves as the sole authentication source. Any new user is strongly encouraged to review the online tutorials and (this) policy before attempting to upload any data.

RSJ-H will set limits on data storage capacity and retains the right to modify (including reducing) space as required for operational integrity. Further, if space has not been accessed for a minimum of 18 months RSJ-H will delete (without backup) any data stored on the server.

For the duration of association with RSJ-H, it is the responsibility of the Principal Investigator to:

1. Ensure that the information stored by them and their group on ownCloud is research related data for business use only.
2. Provide a list of Project Team Members who require access to ownCloud to Research Administration.
3. Ensure that properly complex passwords (Upper case, lower case, digits and special characters at least 8 characters long) are used when accessing the storage.
4. When storing study data, submit Amendments to the Hamilton Integrated Research Ethics Board (HIREB), as necessary, to ensure continuing compliance with research protocols.
5. When sharing data with external parties via web links, ensure to password protect access to the link using a properly complex password and set an expiry date after which the link will no longer function.
6. Manage access to the data to ensure compliance with the *Personal Health Information Privacy and Access Act* (PHIPAA) and other provincial and federal regulations protecting privacy and confidentiality.
7. Move the data to “off-line” storage when required to be archived to long term storage. If inactive storage beyond 18 months is required it is the responsibility of the investigator to inform RSJ-H.