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RDM@UNSW

Research Data Management

How UNSW implements the 5 safes

UNSW RESEARCH INFRASTRUCTURE

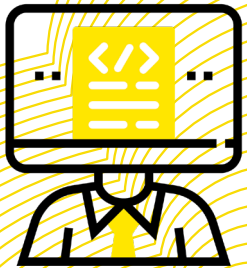
Research Technology Services

Compute · Data · Community

restech@unsw.edu.au

https://research.unsw.edu.au/research-technology-services-restech

Level 3, Chemical Science (F10)



Compute

The ResTech compute team provides support for those who have problems too big for the computer at your desk.

Data

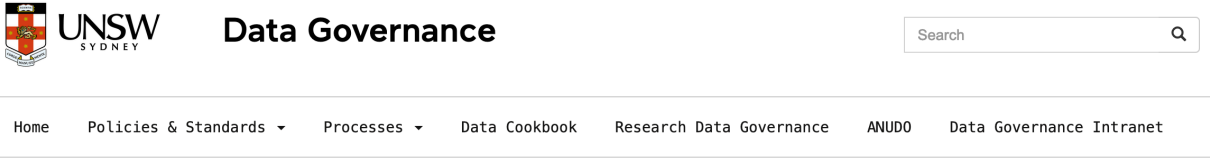
UNSW provides a number of platforms for storing, capturing and sharing your research data.

Community

The ResTech Community team aims to build a strong and connected research network within UNSW.

Sign up to our mailing list

Five Safes at UNSW



https://www.datagovernance.unsw.edu.au/managing-risk-disclosure-five-safes-framework

Safe People

Is the researcher appropriately authorised to access and use the data?

UNSW has several ways to help ensure Safe People is handled:

- Availability of Data Management (and upcoming cyber-security) training
- Use of Data Management plans specifying related staff and their roles
- Applying Data Management Plan roles to Data Archive and other services
- User Access Reviews
- Acceptable Use of UNSW Information Resources Policy

Key Policies and documents

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Cyber Security Policy

Version	Approved by	Approval date	Effective date	Next full review
4.0	Vice-Chancellor	18 November 2022	18 November 2022	November 2025

Policy Statement

Purpose

This policy sets out the principles for ensuring that UNSW Information Resources (UNSW Information Services and UNSW Information Assets) that hold UNSW Digital Information are appropriately protected.

UNSW must ensure that:

a) accountability and responsibility are allocated for the governance and management of cyber security.

b) UNSW Information Resources are identified and assessed for cyber security risk and appropriately protected from cyber security events.

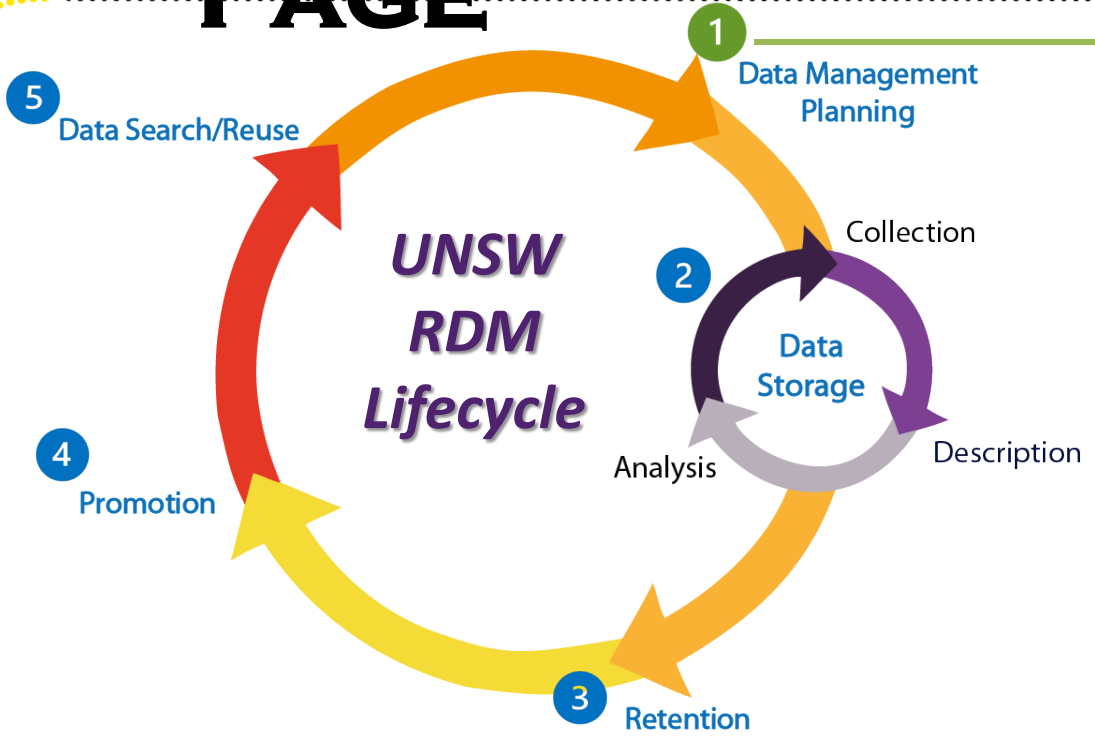
c) cyber security events are detected and responded to in a timely manner.

d) UNSW Information Resources recover from cyber security incidents in a secure and timely manner.

Supporting/Related Documents

- Data Governance Policy
- Data Classification Standard
- Cyber Security Policy
- Risk Management Framework
- UNSW Privacy Management Plan
- UNSW Research Code of Conduct
- Authorship and Resolving Disputes Between Authors Procedure
- Conflict of Interest Policy
- Handling Allegations of Research Misconduct Procedure
- Handling Research Material & Data Procedure
- Information Security Management System
- Insider Trading Policy
- Intellectual Property Policy
- IT Security Policy – Information Security Management System (ISMS)
- IT Security Standards
- Data Breach Policy
- Radiation Research Safety Procedure
- Recordkeeping Policy
- Research Export Controls Procedure
- Statement of Authorship and Location of Data Form
- UNSW Register of Delegations
- UNSW Risk Management Framework

RDMoT Moodle Page



Topic 1
Intro to RDM

Interactive Training Module

Topic 2
Data Storage, Backing-up & Retention

Topic 3
Data Documentation & Organisation

Topic 4
IP & Copyright (Data Ownership)

Moodle Info Pages

Good data management is good research

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Safe Projects

Is the data to be used for an appropriate purpose?

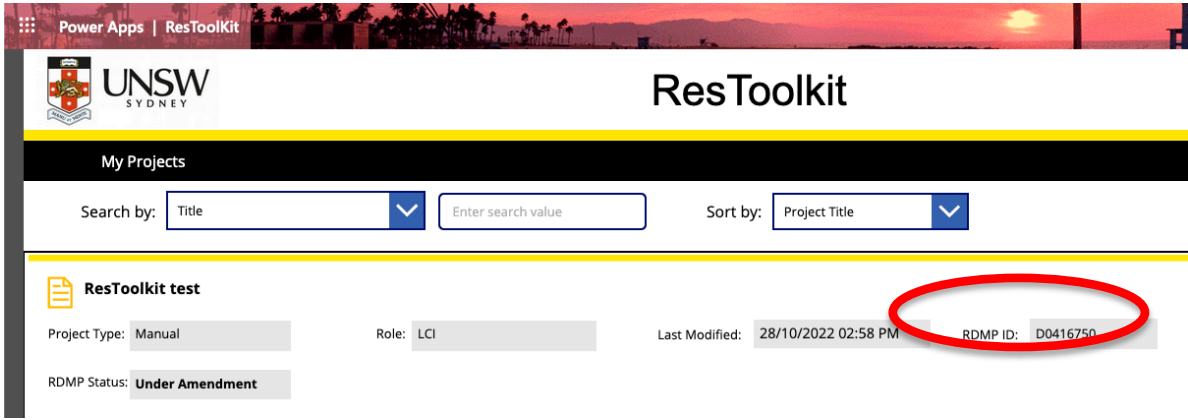
- UNSW Ethics covers appropriate use of data in ethics-related projects
- Open Data Policy and UNSW Library assist with licenses for Open data
- Data is classified by Sensitivity to assess Risk, with more risky data requiring more controls

ResToolkit

ResToolkit.unsw.edu.au

Create projects with basic Data Management Planning details

- Pre-filled details from HDR and grants system
- Links out to DMPOnline
- Provision a UNSW Data Archive folder
- Provision a OneDrive folder
- Provision a Microsoft Team



Classifying your data

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CLASSIFYING YOUR RESEARCH DATA

Types of Research Data	Highly Sensitive	Sensitive	Private	Public
Data containing information involving minors/at-risk participants or culturally sensitive groups	The data is classified as **Highly Sensitive**			
Data subject to regulatory controls	The data is classified as **Highly Sensitive**			
Data containing personal information	The data is classified as **Sensitive or higher**			
Data containing confidential information	The data is classified as **Private or higher**			
Data collected from human and/or animal participants	The data is classified as **Private or higher**			
Unpublished research data	The data is classified as **Private or higher**			

It is possible that the data may have other requirements that are not covered in the current data classification.
Please contact **rdm@unsw.edu.au** if you have such unique requirements or doubts about classifying your data.

OneDrive is a UNSW-supported research data storage platform for the above data classifications
For more information, go to https://research.unsw.edu.au/research-data-management-unsw

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Classifying your data

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ASSESSING THE CONFIDENTIALITY RISK OF YOUR DATA

Number of Individuals involved

	Less than 1000	1000 to 10,000	More than 10,000
Highly Sensitive Data	Medium Risk	High Risk	High Risk
Sensitive Data	Low Risk	Medium Risk	High Risk
Private Data	Low Risk	Medium Risk	Medium Risk

There may be other factors affecting the risk level of your data such as external requirements, commercial, defence, or cultural risks.
Contact **rdm@unsw.edu.au** for assistance with classifying your data.

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Safe Settings

Does the access environment prevent unauthorised use?

- UNSW Provides various standard platforms that are security-tested, use UNSW identity, store data within Australia, etc.
- UNSW ERICA being developed to provide high-end data security
- Cyber-security team create security standards, monitor intrusions, respond to threats, and provide expertise
- UNSW Provides physical security on its campuses and locked rooms where needed. UNSW Data Centres have restricted access

CHOOSING WHERE TO STORE YOUR DATA

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STORING YOUR RESEARCH DATA

	KEY SUPPORTED				
Storage Platforms	UNSW OneDrive & Teams	UNSW eNotebook	Data Archive	Dropbox	Local Storage[1]
Storage Type	Day-to-Day	Day-to-Day	Long-Term	Day-to-Day	Day-to-Day
Suitable Data Classification	●●●●	○●●●	○●●●	○○●●	○○○●
Stored in Australia	✓	✓	✓	✗	🖵
Backup & Disaster Recovery	✓	✓	✓	✗	✗
Syncing with Local Copy	✓	Not Applicable	Not Applicable	✓	Not Applicable
External Collaborator Access	✓	✓	✗	✓	✗
Storage Limit[2]	5TB/User & 25TB/Team	Unlimited	Unlimited	$	🖵
Version Control	✓	✓	✓	✓	✗
Recovery from Deletion	60 Days	No Data Deletion	No Data Deletion	$	✗
Post-Project Data Retention	>7 years	Indefinitely	Indefinitely	$	🖵

[1] Local devices vary greatly in their configuration and security. Contact rdm@unsw.edu.au to find out which data classification is suitable for your local device (e.g., desktop, laptop & tablet).

[2] Total and individual file size may impact the platform choice . Contact rdm@unsw.edu.au for advice on handling large file sizes.

● Highly Sensitive Data ● Sensitive Data ● Private Data ● Public Data $ Paid service 🖵 Depends on the local storage configuration

For Sensitive and Highly Sensitive data, data encryption and/or other settings may be required. Please refer to the UNSW Data Handling Guidelines for more information.
If you have any Highly Sensitive data, or research data management inquiries, please contact rdm@unsw.edu.au

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OneDrive

Why:

- Safe for High Sensitivity data (talk to us!)
- Free
- Can share data to external and internal users

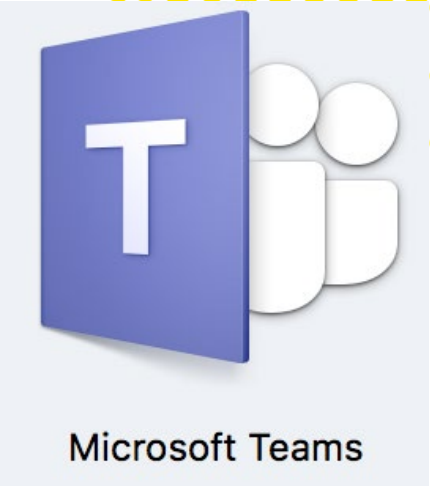
What:

- Online file storage, copies to your devices
- 5+ terabytes of data per user
- Edit office files online with other users

How:

- http://myoffice.unsw.edu.au/

Microsoft Teams



Why:

- Online collaboration tool for UNSW staff
- Free
- Can add external guest users

What:

- Create your own Team
- Comes with Chat, File storage, Video conferencing, and other functions

How:

- http://teams.microsoft.com/

Data Archive

Why:

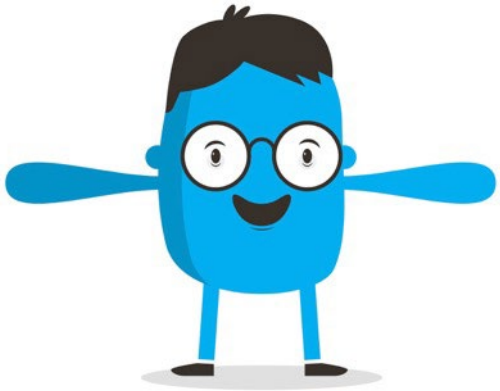
- Long-term storage needed to comply with grants, policies, regulations
- Free, no quotas
- Storing important data that may be needed later
- Frees up space on other storage locations

What:

- Storage for any size and number of files, permanently
- Multiple copies kept in different physical locations in NSW
- Available to download within 48 hours

How:

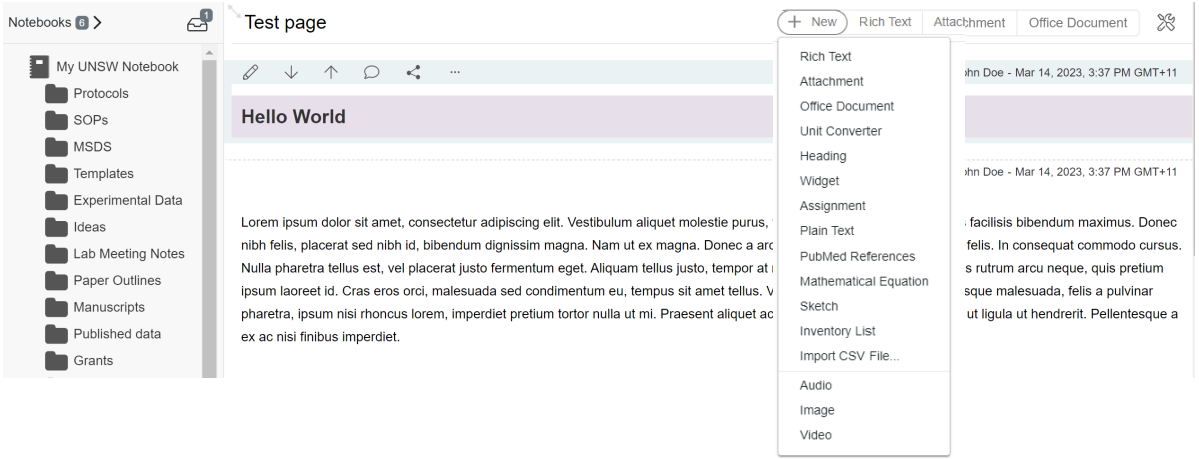
- https://dataarchive.unsw.edu.au



UNSW eNotebook

UNSW eNotebook
powered by labarchives Research Notebook

vs.



research.unsw.edu.au/enotebook

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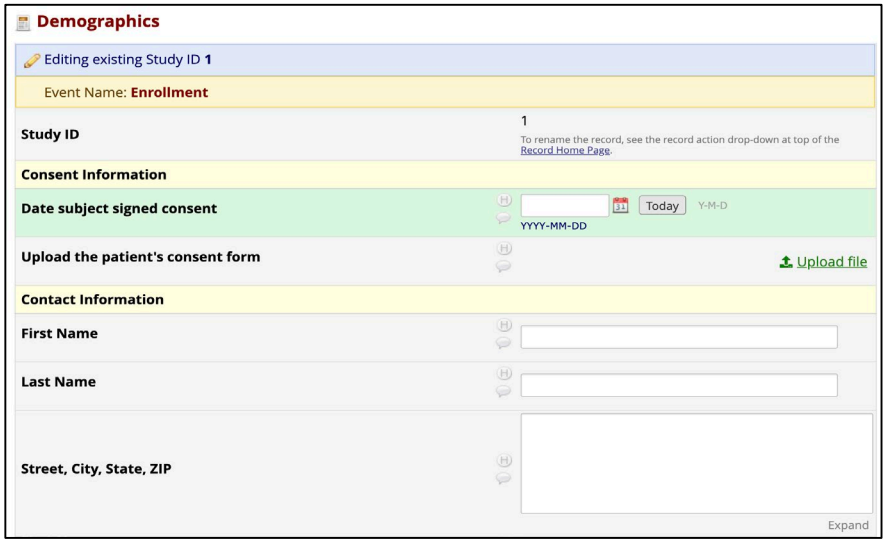
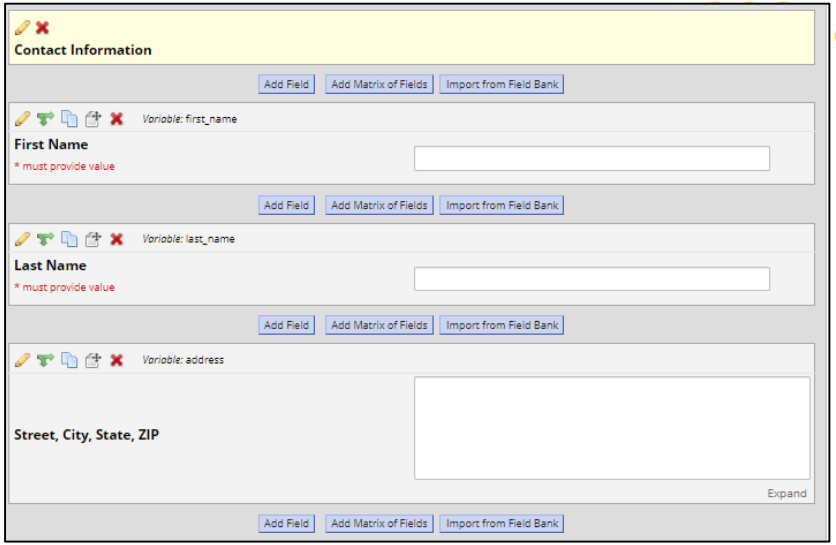
REDCap

REDCap
Research Electronic Data Capture





research.unsw.edu.au/redcap

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Safe Data, Safe Outputs

Has appropriate and sufficient protection been applied to the data?
Are the statistical results non-disclosive?

These are more dependant on the data.

UNSW RDM and UNSW library provide some support to UNSW staff and UNSW ERICA if used can provide some controls.