

# Guidelines for working with research data at other sites than the workplace

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This document presents the guidelines that apply when working with research data away from the workplace.

## General

Work performed with research data, away from the workplace at Uppsala University e.g. from home or at conferences, must be done in a secure environment, and the following rules must be followed:

- Research data stored on the computer must be de-identified
- The computer brought home may only be used by the employee (not by other family members)
- The screen lock must be activated when the employee is not nearby the computer
- The computer must be updated and have virus protection (this is normally an automatic procedure when the computer is connected to the workplace server at Uppsala University)

## Audio and video files

Audio and video files are not possible to de-identify, thus they must be handled with extra caution. The data must be saved on a separate hard drive or USB stick and kept locked up in one of the research group's safes when not used. The hard drive/USB stick must be encrypted if removed from the Dept. Of Public Health and Caring Sciences, in which case only those who have the password can access the information. The disadvantage of using separate media storage is that data is not backed up automatically, and thus it must be done manually.

## Health Care Data

Health care data may not be handled when not present at the Dep. of Public Health and Caring Sciences.

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