

**SAFE WORK PROCEDURE (SWP)**

Workplace: NeuRA Imaging Centre

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<b>TASK/OPERATION:</b>	<b>Administration – Data Management (SWP07)</b>		
<b>Operating Procedure Developed by:</b>	<b>National Imaging Facility Fellow and IT Manager, with MRI Facility Committee</b>	<b>Approved:</b> <b>COO</b>	<b>Date:</b> <b>31<sup>st</sup> January 2020</b>
<b>Reviewed by:</b>	WHS & Clinical Consultant		
<b>Version:</b>	1.0		

<p><b>Purpose:</b> These procedures provide guidance and direction on the management of data acquired on the Magnetic Resonance Imaging (MRI) scanners at NeuRA Imaging.</p>
<p><b>Rationale:</b></p> <p>The purpose of the Data Management SWP is to:</p> <ul style="list-style-type: none"> <li>• establish the principles and practices for the effective management and use of the data.</li> <li>• ensure that the data is secure and reliable while accessible within a clear system of controls.</li> <li>• articulate responsibilities for the stewardship of the data and information systems supporting the implementation of this policy.</li> </ul>
<p><b>Procedures:</b></p> <ol style="list-style-type: none"> <li>1) Acquired MRI data will be stored according to standard NeuRA data management procedures (<a href="https://wiki.neura.edu.au/display/ISO/Data+Management+at+NeuRA">https://wiki.neura.edu.au/display/ISO/Data+Management+at+NeuRA</a>).</li> <li>2) MRI images will be anonymised and a copy of the MRI images will be sent to the NeuRA servers for data sharing and storage. The originals are de-identified at source, and a back-up of the subject’s imaging data will be done once, via the MR console onto DVD, this will occur at least once a week</li> </ol>

or after each study as appropriate. These will be stored in a secure location known only to the Radiographer, Facility Director and NeuRA IT. These will be stored in accordance with ethics approvals for individual studies.

- 3) No metadata or identifying information will be associated with the images stored on NeuRA servers.
- 4) As above, no identifiable data should ever be stored on NeuRA imaging servers. Should a data breach occur, mandatory reporting and disclosure procedures as required by the Office of the Australian Information Commissioner (AOIC) should be followed regardless. Specifically, the standard NeuRA Data Breach Protocols should be followed (COM19 Data Breach Response Policy.pdf) – which can be found on Compliance Policy page at: <https://intranet.neura.edu.au/display/POL/Compliance>.
- 5) Each set of images will receive a unique research subject and session identifier. These codes will be associated with the images and not the clinical data. The codes are generated from the SMP (Scientific Management Panel) project code and the image type. Examples are: DEV0003-MR01 (Subject) DEV0003-MR01 (session). Images are associated with corresponding SMP projects – e.g. 2019-001-DEV.
- 6) Images will be stored on the NeuRA Imaging servers for the length of time in accordance with the ethics approval associated with the project. NeuRA data retention periods are set at 7 years by default (data may be on backup archives and not online). Refer NeuRA's Document Storage, Archive & Destruction Policy: <https://intranet.neura.edu.au/display/POL/Compliance?preview=%2F6062788%2F6062838%2FCOM17+Document+Storage%2C+Archive+%26+Destruction+Policy.pdf>
- 7) Restricted access to images on the servers will apply. NeuRA users will be able to log into the imaging management server via their institutional login, however will have no rights to access any data unless explicitly granted (see below). Non-NeuRA people can be registered on the imaging management server via application to the NeuRA Imaging Facility Manager.
- 8) Only approved researchers for each project will be given read access to the acquired data for their associated images, as specified in the project SMP approval. Any change in personnel requires written notification and approval by the SMP.
- 9) Access approvals and data storage will be managed by NeuRA Imaging and NeuRA IT staff according to management and change procedures as documented at <https://wiki.neura.edu.au/display/MRI>.
- 10)

### **Codes of Practice/Standards:**

- All research will have Human Research Ethics Committee (HREC) approval for the HREC application submitted which references the research specific data management.
- All participants will be required to sign a consent form outlining the NeuRA data management procedure.
- [Privacy and Personal Information Protection Act 1998 No 133](#)

- [State Records Act 1998 No 17](#)

The Royal Australian and New Zealand College of Radiologists:

- <https://www.ranzcr.com/search/ranzcr-mri-safety-guidelines>
- <https://www.ranzcr.com/our-work/quality-standards>

### **Emergency Procedures:**

- Privacy Breach of MR Data: Standard NeuRA Data Breach Protocols should be followed (COM19 Data Breach Response Policy.pdf) – which can be found on Compliance Policy page at: <https://intranet.neura.edu.au/display/POL/Compliance>. Users not located at NeuRA should report any data breach immediately to NeuRA's Privacy Officer on 02 9399 1676.
- Magnetic Resonance Safety – Incidents (SWP03)
- Magnetic Resonance Safety – Emergencies (SWP04)
- NeuRA Incident Report & Investigation Procedure (WHS31)  
<https://intranet.neura.edu.au/pages/viewpage.action?pageId=6848643&preview=%2F6848643%2F19824750%2FWHS31+Incident+Report+%26+Investigation+Procedure+v2.0.pdf>
- NeuRA Online Accident & Reporting Tool <https://forms.neura.edu.au/login>
- NeuRA First Aid Procedure (WHS20)  
<https://intranet.neura.edu.au/pages/viewpage.action?pageId=6848643&preview=%2F6848643%2F16450180%2FWHS20+FirstAid+Procedure.pdf>
- Follow NeuRA Emergency Procedures Flipchart 2018 located near the MRI control room phone or on NeuRA Intranet  
<https://intranet.neura.edu.au/download/attachments/6062404/Emergency%20Procedures%20Flipchart%20-%20Dec%202018.pdf?api=v2>