



Data Movement Policy

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Scope

In order to support ADRN's commitment to protect the privacy and confidentiality of data subjects a suite of Information Assurance policy documents have been developed that provide a framework for ADRN operations and to guide practice across all ADRCs and the ADS. This document outlines the ADRN policy in relation to data movements. All ADRCs will in addition have local procedures that outline how these policies are operationalised.

Other associated documents include:

ADRN030 Information Security Principles

ADRN031 Trusted Third Party Policy

ADRN032 Secure Environments Policy

ADRN034 Data Retention and Destruction Policy

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For definitions of terms please see the ADRN glossary at <http://www.adrn.ac.uk/using-the-network/documentation>

1. Movement Policy

Data are required to be transferred between various parts of the ADRN in order to create de-identified research datasets. This policy relates to how data are to be transferred between the following parties and is arranged according to the ADRN Principles that the policies underpin:

- the data provider and the Trusted Third Party (identifiable data)
- the data provider and the ADRC secure environment (de-identified data)
- the Trusted Third Party and the secure environment (de-identified data)

ADRN1: ADRN will always operate to protect the privacy and confidentiality of data subjects.

1. All data movement will be in line with CESG¹ approved procedures: all transfers whether electronic or physical will use the encryption protocols and standards recommended by the CESG Security Characteristics appropriate to the classification of the data as specified by the data custodian up to and including "Official Sensitive" certification or equivalent. (Note: CESG does not make these protocols publicly available). Only CESG CPA scheme products will be used as external encrypted physical media (e.g. Eclipt drives).
2. No personal data will be transferred to researchers, only non-disclosive outputs which have been subject to statistical disclosure control will be transmitted to the researcher's organisational email address. (see ADRN Statistical Disclosure Control)

ADRN5: ADRN will be accountable and operate under appropriate governance.

3. The ADRN recognises the legal responsibility that Data Controllers have and will attempt to meet their requirements. However, the ADRN will not transfer data in ways where it is not confident that the security of data will be maintained.
4. The ADRN Management Committee will be the final arbiter of any disagreement between

¹ CESG is the Information Security arm of GCHQ. CESG protects the vital interests of the UK by providing advice and guidance to the UK government on the security of communications and electronic data, in partnership with industry and academia. <http://www.cesg.gov.uk/Pages/homepage.aspx>

data controllers over the procedures regarding to data movement.