

Important Notice for University of Regina Researchers: Data Residency & Research Ethics

The University of Regina's administration has recently been made aware that data stored on Microsoft software (e.g., Outlook, OneDrive, Teams) is currently being housed on servers in the United States. The University is actively working to transition data storage to Canadian Microsoft servers as quickly as possible. In the meantime, this revelation has important implications for the ethical storage of research data.

Research Ethics Considerations

Until the transition to Canadian servers is complete, research participants must be informed about where their data is stored. Therefore, for any research using Microsoft software for data storage, participant consent forms should include the following language under the "confidentiality" section:

"Data is stored on servers in the United States; therefore, is not protected by Canadian privacy laws."

The REB requests that this language be added to consent forms for all studies that are actively recruiting participants. The REB will not require submission of an amendment form but does request that an updated version of the consent form (including highlighting or tracked changes to identify the update) be sent to research.ethics@uregina.ca, quoting the REB application number in the subject line.

Alternative Data Storage Options

For researchers who wish to store their data in Canada immediately, here are some options:

- Data can be transferred to a restricted-access file on your departmental drive.

See the following instructions from Information Security:

If you have requirements to store research data in Canada, Information Services can provide space on a network drive such as T:\ with storage and backups located in one of the University of Regina's Data Centres.

- To discuss local storage options for research data, please put in a Footprints Ticket with the details of your requirements.
- Limited space is available to researchers at no charge.
- We may not be able to accommodate very large requests for data storage but would be happy to discuss your needs.

If you have further questions or require technical support, please contact the IS Service Desk at:

- Phone: 306-585-4685
- Email: Service.Desk@uregina.ca
- Footprints Ticket: <https://ursource.uregina.ca/is/forms/ticket.html>
- In person: ED137 or Archer Library main floor
The creation of such files will need to be coordinated with departmental administrative personnel.
- Nextcloud (www.Nextcloud.com) is a free, cloud-based storage solution hosted at Simon Fraser University. It is suitable for low- to medium-risk data (with manual encryption) and functions similarly to OneDrive for easy file sharing. Please see the the Nextcloud guidance document for more information. More information can also be found on the Digital Research Alliance of Canada website (<https://docs.alliancecan.ca/wiki/Nextcloud>) Researchers can get access to Nextcloud through the University's membership with the Digital Alliance.
- REDcap will be offered through the Office of Research Services at the University at no cost to researchers, as of end of May and has the advantage of being hosted directly on servers at the University. REDcap has the following functionality (<https://project-redcap.org/>):

REDCap offers the following functionality:

Secure and web-based

Input data or build an online survey or database from anywhere in the world over a secure web connection with authentication and data logging.

Fast and flexible

Conception to production-level database or survey in less than one day.

Multi-site access

REDCap databases/surveys can be used by researchers from multiple sites and institutions.

Autonomous utilization

Research groups have complete autonomy and control to add new users.

Fully customizable

You are in total control of shaping your database or survey.

Audit trails

For tracking data manipulation and user activity.

Automated export procedures

For seamless data downloads to Excel, PDF, and common statistical packages (SPSS, SAS, Stata, R).

A built-in project calendar

A scheduling module

Ad hoc reporting tools

Many advanced features

Such as branching logic, file uploading, and calculated fields.

A quick and easy software installation process

So that you can get REDCap running and fully functional in a matter of minutes.

Regulatory compliance

REDCap can be installed in a variety of environments for compliance with such standards as HIPAA, 21 CFR Part 11, FISMA (low, moderate, high), and international standards. Because *you* have direct and total control over your system, REDCap is fully personalized to meet your security policies and user needs.

Rest assured that the transition to Canadian Microsoft servers is a top priority. We appreciate researchers' cooperation with the REB to ensure that proper informed consent procedures are followed.