

## **BC Children’s Hospital Flowcore Facility Data Management Policy and Terms**

In order to maintain optimal operation of the computers running the cytometers and cell sorters in the BC Children’s Hospital Flowcore Facility, the facility is imposing limitations on how long data can be stored on both the local computers and the Flowcore facility’s space on the network. All users are expected to be responsible for their own data and store it on their own secure systems rather than on the hard-drives of the computers in the Flowcore facility, or the facility’s network space. For BC Children’s Hospital Research Institute (BCCHR) members, it is expected that you export your data to your lab’s network drive on the BCCHR network, where it will be fully backed up and validated. Information on how to properly export data from Flowcore computers can be found at <http://bcchr.ca/docs/facilities-doc/FlowcoreExportGuide-V1-0.pdf>.

Data can be stored on all local computers for one month, after which the data can be removed from the local computer at any time. The Flowcore Facility will make every attempt to maintain data on the local computers for this period of time but the facility is ultimately not responsible for the loss of any data from the local computers.

### **No Validated Network Backup:**

Currently the IT infrastructure to enable validated and reliable data backups for data in the Flowcore facility is not available. The only support available at this time is an automated file-copy system that does not validate the integrity of the data files, as a modern backup system would. The system only copies any data file with a new name onto a network drive.

Despite these caveats, data will be copied and retained on the network for six months, after which the data can be removed from the network at any time. The Flowcore Facility will make every attempt to maintain data on the network for six months, but is ultimately not responsible for the loss of any data from the network.

### **Acknowledgment of Terms and Responsibility:**

I, \_\_\_\_\_, understand that, as the primary investigator for my research programs, I am ultimately responsible for the management of all data that trainees and research personnel in my research team generate.

I understand and accept the BC Children’s Hospital Flowcore Facility policy outlined above and take full responsibility of the data my team generates.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)