

Mass General Brigham Collaboration Tools for Data Sharing/Transfer Guidance for Mass General Brigham Investigators

Mass General Brigham Information Systems and Research Computing offer a number of services that can be used by researchers and external collaborators to process, store and share data securely towards the goal of improving research and fostering innovation. This document provides a list of services and tools that have been approved for these purposes.

Upon hire, Mass General Brigham workforce¹ are issued a username and password to conduct business on behalf of their institution. This gives them access to data sharing tools.

On occasion, an external collaborator may be onboarded as a Person of Interest (**POI collaborator**), the designation for a non-employee provided with credentials to use tools available to the Mass General Brigham workforce. Designation as a POI collaborator should be rare and requires multiple approvals (e.g., HR, IS) before POI access is granted. Principal Investigators (PI) should consult their department's Administrative Director for Research or individual in a similar role to establish POI status for an external collaborator.

The majority of data sharing/transfer collaborations involve short-term arrangements (typically less than a year) for individuals who do not have Mass General Brigham credentials (**non-POI collaborator**), for example, a departing postdoctoral fellow who requires access to data to finish a paper. Some of the tools available to Mass General Brigham PIs or research staff with Mass General Brigham credentials are available to share data with external collaborators without MGB credentials provided the appropriate agreements are in place to allow data sharing.

Reminders

- As always, the principle of minimum necessary should be used and only the data necessary to conduct business (i.e., research study, analysis, etc.) should be stored, processed or shared
- A fully executed Data Use Agreement is required to share Confidential PHI data with individuals.
- A fully executed Data Access Agreement is required to share Confidential unpublished research data with external persons. Consult the MGB [Contracting Guidelines for specific agreement information](#).
- The list of services and tools referenced below are licensed by Mass General Brigham.
- Information Technology Resources (ITRs) used to access these services and tools must be compliant with Mass General Brigham [Information Security Policies](#)
- Please note (as mentioned above) that some of the tools below will work with a non-POI collaborator but may be dependent on a PI or research staff granting access
- Please pay special attention to video & audio collaboration tools as they should be used in physical locations appropriate for such endeavor (i.e., not in public spaces)

¹ Employees (and temporary employees), professional staff, researchers, volunteers, trainees and other persons whose conduct, in performance of their work, is under the direct control of Mass General Brigham or a Mass General Brigham member institution (e.g. Brigham Health), whether or not they are paid by Mass General Brigham or a member institution (e.g. Brigham Health).

Mass General Brigham Collaboration Tools - October 1, 2020

Mass General Brigham Service / Tool	POI Collaborator	non-POI Collaborator
<i>Dropbox Enterprise</i>	Y	Y
Email - Send Secure	Y	N
LabArchives	Y	Y
<i>Microsoft OneDrive for Business</i>	Y	Y
Microsoft Teams	Y	Y
Research Interactive Storage (RFA)*	Y	N
Research Computing Confluence	Y	N
REDCap	Y	Y
Secure File Transfer (sFTP)	Y	Y
Shared File Area (SFA)*	Y	N
SharePoint Online	Y	Y
SyncPlicity	Y	Y
Zoom	Y	N
WebEx	Y	N
Items with an asterisk require VPN .		
Items Italicized: May not work or be limited when using from China		

Questions should be referred to your hospital's Information Security Officer
[Information Security Officers](#)

Resources Page-POI Collaborator:

Secure Your Computer:

<https://rc.partners.org/security/secure-your-computer>

Mobile Devices:

<https://rc.partners.org/it-services/desktop-mobile-services#mobile-devices>

Remote Support:

<https://rc.partners.org/support-training/remote-support>

Research Applications:

<https://rc.partners.org/research-apps-and-services/collect-data>

Collaboration Tools:

<https://rc.partners.org/it-services/collaboration>