

## **NPCC Project - Privacy, data security and management**

This document outlines the secure management, storage, and transfer of patient data for the NPCC project, ensuring compliance with [Australian Privacy Principles](#), [UOW Research Data Management Policy](#), and [NHMRC guidelines](#).

### **1. Data collection and handling**

#### **GenPal**

- Collected through the GoShare platform and paper-based surveys.
- At the end of data collection, de-identified data (without patient's date of birth, postcode or any other identifying information) will be downloaded by GoShare, then securely transferred (via end-to-end encryption) to the authorised NPCC team member.
- Files will be encrypted (VeraCrypt) and stored on the secure PCOC shared drive.
- Paper surveys will be manually entered, securely stored, digitised, and then destroyed.

#### **Interviews**

- For interviews, Identifiers (e.g., contact details) will be used only for scheduling.
- Demographic data collected via Qualtrics will be deleted after download.
- Audio files (Zoom, phone, or in-person) will be saved on password-protected computers only, not on the cloud.
- Transcripts will be de-identified and analysed using NVivo.
- All recordings will be permanently deleted after analysis.

### **2. Data storage and access**

- Encryption: All electronic data is encrypted during transfer and at rest.
- Storage Location: Encrypted VeraCrypt folders on the secure PCOC shared drive.
- Access Control: Limited to the authorised NPCC team member.

### **3. Retention and disposal**

- Data will be retained for 5 years after project closure, following [UOW Records Management Policy](#) and [State Records Act 1998 \(NSW\)](#).
- Post-retention, all data will be securely destroyed by the NPCC Statistician/PCOC data manager under AHOC governance.

### **4. Confidentiality and governance**

- All datasets are de-identified; no individual can be identified in reports or publications.
- Data management follows the [University of Wollongong Cybersecurity Policy](#).