

# SURE Data and Workspace Validation Procedures

## Data Validation Procedures

### Inbound

- Files being moved into a SURE workspace are uploaded to the External Curated Gateway.
- During upload all files are verified for size before being made available for review.
- The next step in the review process is for all files to be scanned for viruses and transferred from the external curated gateway to the internal Curated Gateway.
- Uploaded files are reviewed by the Workspace Curator in the Internal Curated Gateway.
- If the Curator approves the files for use in SURE, the Internal Curated Gateway will allow project team members to download into the SURE workspace.

### Outbound

- Files to be downloaded from a SURE workspace to a local drive for publication or reporting are uploaded to the Internal Curated Gateway.
- Uploaded files are reviewed by the Workspace Curator in the Internal Curated Gateway (unit record level data is not allowed to be removed from SURE workspaces).
- If the Curator approves the files for use outside of SURE, the External Curated Gateway will allow download (for a period of two weeks) to the user's local drives.

## Workspace Validation Procedures

HREC approvals, and data custodian approvals, for the research being undertaken, must be provided to the Sax Institute prior to setting up the Workspace.

An Agreement governing the use and provision of the workspace must be established between the research organisation and the Sax Institute.

Researcher Deeds governing the activities of researchers must be established for each researcher accessing the Workspace.

Changes to personnel accessing the workspace must be accompanied by evidence of revised HREC approvals.

Each SURE User is required to successfully complete a SURE training course before access to SURE is provided.