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| --- | --- |
|  | **Title:** Data Transfer Plan (DTP) |
| **Study title:** *Give study title to which this applies* |
| **System name:** *Give system name to which this applies* |

Transfer Number: ***\_\_\_\_\_\_\_***

*(01 for first transfer – subsequent transfers to be captured on the transfer log)*

1. **Frequency of transfer**

How often will this transfer be done? – *Please tick*

|  |  |  |
| --- | --- | --- |
|  | **Frequency** | **Comments (if available)** |
|  | One-off |  |
|  | On demand |  |
|  | Regular transfer at set intervals | *Please specify frequency here* |
|  | Multiple ad-hoc |  |
|  | Other |  |

1. **Type of data transfer**

There are various aspects to a data transfer please select one from the table below.

|  |
| --- |
| **Movement between two geographical locations or organizations**  **Conversion between data formats or systems**  **Both** |

1. **Files and format of data**

***File formats: Excel csv, Excel xls, Stata, SPSS, SAS, R, ODM XML, Zip, Rar, Other***

|  |  |  |  |
| --- | --- | --- | --- |
| **File name** | **File size (KB, MB, or GB)** | **Format** | **Description** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Method of data transfer.**

Tick for all methods of transfer used.

|  |  |  |
| --- | --- | --- |
|  | **Method** | **Comments (if available)** |
|  | Via the internet using web-based secure data transfer tools  e.g. OneDrive, REDCap SendIt, WeTransfer, etc. |  |
|  | Encrypted removable storage devices |  |
|  | Encrypted email/WinZip encrypted attachment |  |
|  | Other (**Please specify on comment box)** |  |

1. **Security measure(s) implemented for transfer.**

Specify all security measures taken to ensure data is safe and cannot/won’t be accessed by any unknown third party. E.g. anonymization, encryption, SSL, password-protection, etc.

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1. **Quality control procedure for transfer.**

Specify how data is/will be, properly transferred, i.e. data integrity maintained etc. e.g. 4-point check, etc.

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1. **Approvals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Role** | **Signature** | **Date** |
| **Sender** |  |  |  |  |
| **Receiver** |  |  |  |  |
| **Approved By** |  |  |  |  |