

**UNIVERSITY OF CHICAGO BIOLOGICAL SCIENCES DIVISION  
RESEARCH INFORMATICS TECHNICAL POLICY COMMITTEE  
MEETING SUMMARY**

**MEETING DATE: October 18, 2013**

Committee Members		Ex-Officio Members
<input checked="" type="checkbox"/> Robert Grossman, Chair	<input type="checkbox"/> John Moses	<input checked="" type="checkbox"/> Hannah Lawrence
<input type="checkbox"/> Paul Chang	<input type="checkbox"/> Prasanna Nippani	<input checked="" type="checkbox"/> Plamen Martinov
<input type="checkbox"/> Tyler DeNormandie	<input checked="" type="checkbox"/> Don Saner	<input checked="" type="checkbox"/> Brad Orr
<input checked="" type="checkbox"/> Roger Engelmann	<input checked="" type="checkbox"/> Sam Volchenbom	
<input checked="" type="checkbox"/> Rajan Gopalakrishnan		

**Agenda**

Topic	Key Points	Action Items
1. Minutes Approval	<ul style="list-style-type: none"> <li>▪ August 9, 2013 Meeting Minutes were presented for approval.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minutes approved.</li> </ul>
2. De-Identified Datamart: Phase 1	<ul style="list-style-type: none"> <li>▪ The CRI presented progress made on Phase 1 of De-ID Datamart:               <ul style="list-style-type: none"> <li>○ Users can select and download de-identified data in modified i2b2 schema with a web module.</li> <li>○ Approved by Data Use Committee.</li> <li>○ IRB recommended separate protocol be submitted; this is in progress.</li> </ul> </li> </ul>	
3. De-Identified Datamart: Phases 2 and 3	<ul style="list-style-type: none"> <li>▪ Phases 2 and 3 will include a secure environment from which data cannot be extracted, provided through a Virtual Desktop Infrastructure (VDI) environment.</li> <li>▪ An architecture for Phase 2 VDI architecture, which uses Citrix, was presented.</li> <li>▪ The question of whether use would be limited to U of C campus internet remains open.</li> <li>▪ The committee asked whether data sets would be delivered in a VDI; the response was no.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr. Grossman will create a prototype of the VDI and present the details to this committee.</li> </ul>
4. Portable Device Encryption Policy	<ul style="list-style-type: none"> <li>▪ There is a need for policies and procedures requiring mobile devices which may have PHI to be encrypted. This need has been discussed by the RI Governance Committee.</li> <li>▪ Portable Device Encryption procedures were presented in draft form to the committee and feedback was requested.</li> </ul>	

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<p>Portable Device Encryption Policy, cont.</p>	<ul style="list-style-type: none"> <li>▪ Procedures presented for discussion: <ul style="list-style-type: none"> <li>○ Encryption should be used on new laptops with potential access to PHI.</li> <li>○ Existing devices with access to PHI should be encrypted by a date to be determined, for example 9/2015, or retired.</li> <li>○ High-risk devices should be encrypted first.</li> <li>○ Mobile devices should be configured with remote wipe capability.</li> <li>○ An implementation plan needs to be created; for example, making BSD department managers responsible for implementation.</li> </ul> </li> <li>▪ The committee suggested creating a set of specific recommendations particularly for older devices.</li> <li>▪ CRI will have to determine projected costs, what support will be required, and how this can be funded.</li> <li>▪ The committee asked whether users without PHI access, such as administrators, would be required to comply.</li> <li>▪ The committee asked how risk reduction of personal smartphones could be enforced.</li> <li>▪ The committee suggested implementing pilot program with one or a few departments to identify potential issues.</li> </ul>	
<p>5. CRI Updates</p>	<ul style="list-style-type: none"> <li>▪ New staff has been hired by the CRI in all three core groups.</li> <li>▪ A tool for managing security controls, used primarily by the Protected Data Cloud project, was discussed.</li> <li>▪ A Prudential migration update was provided. The lab share migration is complete as of today; the CRI is now working to migrate all of the servers.</li> <li>▪ Velos migration to new hardware is complete and went well; the next step is to upgrade to Velos 9.1.</li> </ul>	