DATA STEWARD GUIDANCE

A data steward is any individual who is responsible for creating, maintaining, or storing data files.

Data Stewards are managers, researchers and others who oversee the capture, maintenance, and dissemination of Data for a particular purpose. They are expected to know the specific types of Data for which they are responsible, the appropriate uses of the Data, and the applicable regulatory and policy requirements.

Data Stewards are responsible for making security decisions regarding access to and protection of Data under their charge. This includes developing and executing procedures for granting, maintaining and terminating access to the Data for which they are responsible. These procedures should be developed taking into account the risks associated with the specific Data and/or system being accessed, as well as the burdens associated with implementing the procedures.

Please note that the data steward must be listed as study personnel on the protocol.