

Patron Data with UoM SRE Guide for Data Applicants and Recipients



Department of General Practice and Primary Care , Melbourne Medical School

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This document outlines the process for the release of Patron data into a UoM SRE (Secure Research Environment) and the responsibilities of researchers working with Patron data within this environment.

This document should be read in conjunction with the 'Patron Data Security Guide for Data Applicants & Recipients'.

Purpose of this Information

The information in this document can assist Patron data applicants with the processes to:

- request the creation of a new SRE.
- upload and export data to/from the SRE.
- ensure the safety and integrity of the data within the SRE.

Release of Patron Data to Researchers

The release of Patron data is subject to:

- Your DRMP meeting all requirements.
- Your UoM SRE set up being completed.
- Your project researchers having met all the requirements for accessing Patron data.

Requesting a UoM SRE for Patron Data

Documentation for the UoM SRE can be found at <https://unimelb.atlassian.net/wiki/spaces/SREUTM>.

NOTE: the first time you access this link you will need to request access.

From this web page

- Use the link to ServiceNow Form **SRE-01** to Create a New SRE Project – SRE-01-1

DO complete the following fields to flag that your project is for Patron data:

- **SRE project ID:** PATR_[your project number][your short project code]
- **Reason for secure VM:** 'Patron project data is required to be provided in a UoM SRE hosted in Australia'

Assigning Users to your UoM SRE

You CAN add researchers as users to the SRE

- The Patron Administrator must have first confirmed by written email that the researchers have met all the requirements for accessing Patron data.
- Use the link to ServiceNow Form **SRE-01** to Grant/Remove user access – SRE-01-4
- External users need an account first – see below.

You CANNOT assign the role of Data Reviewer

- This role is reserved for the Patron Data Steward on all Patron projects. This is to ensure data being exported from the SRE meets Patron data policies.

Usage of Patron Data within the UoM SRE

DO

- Only use the SRE for the project it has been created for. Different Patron projects should each have their own SRE. This ensures there is no breach of data access and that data from different projects is not mixed.
- Ensure that your SRE project ID includes your Patron project number (usually 3 or 4 digits). This will make it clear which SRE you are using if you have multiple Patron projects.
- Assign the Patron Data Analyst to the role of Data Uploader when advised your Patron data is ready for upload to the SRE. Use link to ServiceNow Form **SRE-02** to Upload files to a project – SRE-02-3
- Ensure that data requested for export from the SRE is only ever aggregated data and does not contain any patient level data.

DO NOT

- Add researchers as users to the SRE who have not been approved in writing by the Patron Administrator.
- Use the Patron data in the SRE for a project that it has not been provided for.
- Attempt to remove Patron patient level data from the SRE.

Postal address:

Data for Decisions, Department of General Practice and Primary Care
The University of Melbourne, VIC 3010, Australia

Phone: 03 8344 3392

Email: patron-support@unimelb.edu.au

Data Release from the UoM SRE

From time to time you may require data to be exported from your UoM SRE. An example would be results from your analysis that you want to include in a publication or presentation.

Any data requested for export must comply with your Data Risk Management Procedures (DRMP) for the secure housing of Patron data. These stipulate:

- Patron data must be housed within the secure environment (in this case the UoM SRE). Hence, patient level data may not be exported.

The UoM SRE documentation provides the steps you need to follow when you require data to be exported from the SRE. Refer 'How to Review and Export Data from the SRE'. In summary:

- Data files for export are copied to the M:\Review folder
- Use the link to ServiceNow Form **SRE-02** to Export outputs from a project – SRE-02-2
- The Data Reviewer, in this case the Patron Data Steward, will review and approve the files. Approved files will be moved to the M:\Export folder

Files from M:\Export will be transferred to the Secure Transfer Portal where they can be downloaded.

The Five Safes

DO ensure you are complying with the Five Safes Framework:

1. Safe People:

Researchers have the necessary skills and training to work with sensitive data ethically and securely.

2. Safe Projects:

The project is an appropriate use of the data approved within your ethics guidelines.

3. Safe Settings:

The data is stored in a SRE with appropriate controls for access and usage. Sensitive data cannot be removed, as specified in your DRMP.

4. Safe Data:

The data is used in accordance with the Patron Data Access Agreements to prevent its re-identification or misuse.

5. Safe Outputs:

The outputs generated from the data are aggregated and de-identified before being exported from the SRE, and they have been approved for release by the Patron Data Steward.

External Users account setup

Use the IT Access/Contractor Application form at https://unimelb.service-now.com/hr?id=it_access

- Click the 'New IT Access Request - For Others' button (you will only see this button if you have permission)
- Complete the user details and submit to form.
- Once the account is created (check the UoM address book), you can assign the user to the SRE (see above).

External Users granted IT Access

DO make sure you check your UoM email box regularly for information about your SRE.

Audit

The UoM Patron may audit the use of the Patron data within the SRE in accordance with the 'Patron Data Access Agreement (DAA)' or MOU.

Getting help

DO

- Contact the Patron Manager if you are ever unsure about anything. This includes aspects of your data storage environment, how you handle data within your team, or questions about something you have found in your data – e.g. suspected privacy breach.
- Contact Patron Manager: patron-support@unimelb.edu.au
Phone: 03 8344 3392

DO NOT

- Think we are too busy to take your call if you are unsure. It's better to be safe than sorry.

Definitions and acronyms

Data Steward the Director of the Health and Biomedical Informatics Unit Research Information Technology Unit

Data Recipient Members of the project team allowed access to Patron data and their employer organisations.

DGPPC Department of General Practice & Primary Care

DRMP Data Risk Management Plan

SRE Secure Research Environment

UoM University of Melbourne

MOU Memorandum of Understanding

DAA Data Access Agreement – the legal document signed

Amendment, modification or variation

This document may be amended, varied or modified by the Department of General Practice, University of Melbourne.