

# Protected Health Information (PHI) Data Plan

## 1. Project Overview

**Project Title**

**Principal Investigator / Project Lead**

**Project Description**

## 2. PHI Data Description

**Type(s) of PHI To Be Collected or Used**

**Source(s) of PHI**

## 3. Data Access & Handling

**Who will have access to the PHI?**

**How will PHI be transmitted?**

**How will PHI be stored?**

## 4. Data Security Measures

- Describe physical security controls
- Describe electronic security (encryption, access controls, etc.)
- Describe backup and recovery plans

5. Data Sharing & Disclosure

With whom will PHI be shared (if anyone)?

Procedures for data sharing and agreements

6. Data Retention & Disposal

Retention period for PHI

Data destruction/disposal procedures

7. Regulatory & Compliance

- HIPAA compliance details
- IRB approval details
- Other regulatory requirements