

## **RADIOLOGY RESISTRARS AND THE ACQUISITION OF DICOM FILES ON EXTERNAL HARD DRIVES – GOOD GOVERNANCE**

- 1. Good Information Governance is your responsibility as a professional. This does not become anybody else's responsibility so please familiarize yourself with the principles that operate in your trust.***
- 2. Always seek permission to use images from the Clinical tutors or Clinical Director of the host trust. This is a professional courtesy and not only is this good practice, it will prevent the duplication of images in journals in the event of case reports/articles. **Always defer to the Information Governance rules that operate within the host trust and if in doubt seek guidance before acquiring images.*****
- 3. Use **encrypted** hard drives – examples include Western Digital My Passport Studio – this uses firewire ports (faster than USB 2 but not as fast as USB 3). 500GB or 1TB storage should normally be plenty.***

Newer hard drives use USB 3 and you should consider these especially if your next mac has USB 3 (up to 5Gb/s – very fast), which is increasingly likely. If you should lose a hard drive, the encryption and anonymization processes ensure that you have done all that is humanly possible to protect patient ID.

- 4. You will inevitably drop and break external drives so always keep an encrypted back up otherwise your teaching collection may be lost.***
- 5. Do not use hand held USB memory sticks as (i) they are easily lost and (ii) are rarely available as encrypted***

sticks. Furthermore they are unlikely to be large enough to contain even the most modest of teaching collections.

6. FULLY ANONYMIZE PATIENT NAME, DOB, ADDRESS – in order to completely prevent identification.
7. It may be permissible to retain the patient ID number (or accession number) in order to trace patients in case of unexpected new findings during teaching ***but please check with the host trust.***
8. Please note that some examinations such as US and nuclear medicine and some images in CT and MR may have patient data displayed. Please delete these ‘images’ or in the case of US and NM, please redact the patient demographics and export the images back into the series. How to do this is covered on the website (see below).
9. Please look at the wealth of video material explaining ‘how to...’ on the osirix users website [www.osirix-ukusergroup.org](http://www.osirix-ukusergroup.org)

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