

REDCap – User Rights



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What to Expect Today

1. Introduction
2. The principle of least privilege
3. An overview of different user rights in REDCap
4. Data access groups
5. Data viewing/export rights and de-identification
6. Record and instrument locking

User Rights – The incorrect approach

Expiration (click expiration date to edit)	Project Design and Setup	User Rights	Data Access Groups	Data Viewing Rights	Data Export Rights
never	✗	✗	✗	3 View & Edit	3 Full Data Set
never	✗	✗	✗	3 View & Edit	3 Full Data Set
never	✓	✓	✓	3 View & Edit	3 Full Data Set
never	✓	✓	✓	3 View & Edit	3 Full Data Set
never	✓	✓	✓	3 View & Edit	3 Full Data Set

Principle of Least Privilege

The Principle of Least Privilege states that users, applications, and systems should be granted only the minimum level of access necessary to perform their required tasks.

By limiting permissions, organizations reduce the risk of accidental changes, insider threats, malware infections, and unauthorized access to sensitive data.

Principle of Least Privilege in REDCap

Benefits:

- Protects participant and research data
- Reduces the risk of unauthorized access or data changes
- Limits the impact of user errors
- Supports HIPAA and research compliance requirements

Example: A data entry staff member may be given permission to add and edit records but not export identifiable data, modify project design settings, or manage user rights.

Least Privilege Over Convenience

It may be faster and easier to grant users broad access to a REDCap project, but convenience should never outweigh security.

Excessive permissions increase the risk of accidental data changes, unauthorized access to sensitive information, and compliance violations.

Applying the Principle of Least Privilege ensures that each user has only the access needed to perform their role, reducing risk while maintaining accountability and data integrity.

Key Message: Granting access should be based on job responsibilities, not convenience.