

CERP

Data Management Policy

Data Management

CERP research teams are encouraged to draft and follow a data management plan that outlines how the research data for a specific project will be collected, organized, stored, backed-up, preserved shared, archived and disposed and which is in accordance with the principles outlined in this document.

- Plans need to be updated when the data management needs of the project change significantly from those captured in the existing plan. Revised plans must be shared with relevant members of the research project team in a timely fashion.
- Teams must set and follow a data directory structure for the creation, storage, data editing and analysis of the data collected.
- Teams are also encouraged to create well-defined structures for coding files that are in accordance with the needs of the project, the project investigators, funders and this data management policy.
- Raw data files are to be stored safely and any changes to the raw files tracked.
- The project specific data process and protocols should be well-documented.
- Treatment allocation should be saved for easy referral to at any point in the project cycle.
- No changes should be made directly in the data files but should be tracked through the statistical software package in use.
- Data documentation and statistical code files should be well-commented out and formatted for easy replicability of the code.

Privacy Policy and Terms of Use (electronic)

CERP respects the confidentiality of personal information of its partners as well as its research subjects. The use of data is governed by CERP's data management policy and the IRB (Institutional Review Board) Protocols.

While communicating with CERP partners and public at large all messages will be secure, proportionate and targeted. CERP's policy is that the employees who handle this personal information will be trained in our data management and protection policy.

CERP will use only that personal information which has been:

- a. Voluntarily shared by the partners/members of public themselves, OR
- b. Obtained from publicly available sources

CERP will use this data to:

1. Share e-newsletters,
2. Disseminate research publications and findings,
3. Announce and invite attendance to CERP events

CERP will respect the chosen medium of communication when using the personal information for any of the above purposes.

CERP will NOT pass on or share this personal information with any other third party.