

Data Collection Policy

1. Purpose

The Data Collection Policy outlines the guidelines and procedures for the collection, storage, protection, and sharing of research data within the purview of the Office of Research, Innovation and Commercialization. It ensures compliance with applicable data protection laws and ethical considerations while promoting the integrity and confidentiality of research data.

2. Scope

This policy applies to all research projects and activities conducted under the auspices of Research and Development Cell, including faculty members, students, and collaborating researchers.

3. Collection Guidelines

All researchers conducting research within the institution and the affiliated hospital are required to obtain approval from the Ethical Review Committee (ERC) before initiating data collection activities.

3.1 Informed Consent:

- a. Researchers must obtain informed consent from participants before collecting any personally identifiable information.
- b. The informed consent process should provide clear information about the purpose of data collection, the nature of the research, potential risks, and participants' rights.
- c. Informed consent forms should be appropriately documented and securely stored.

3.2 Privacy and Confidentiality:

- a. Researchers must ensure the privacy and confidentiality of research data, taking measures to protect the identity and sensitive information of participants.
- b. Data should be anonymized or de-identified whenever possible to minimize the risk of identification.
- c. Access to research data should be restricted to authorized personnel only.

3.3 Data Security:

- a. Researchers must implement appropriate security measures to protect research data from unauthorized access, loss, theft, or misuse.
- b. Data should be stored on secure servers or encrypted devices, ensuring backups are regularly performed.

- c. Research data should be protected by strong passwords and access controls.

3.4 Data Retention:

- a. Research data should be retained for a reasonable period, as required by institutional policies, funding agency guidelines, or applicable laws and regulations.
- b. Researchers should develop data retention plans and ensure proper archiving to maintain the integrity and accessibility of research data.

3.5 Data Sharing and Transfer:

- a. Researchers may share research data with other collaborators or external parties for Legitimate research purposes, subject to appropriate data sharing agreements and legal requirement.
- b. Data sharing should be done in compliance with applicable privacy and confidentiality standards.
- c. Data transfer should use secure methods, such as encrypted file transfers or secure data sharing

3.5 Data Disposal:

- a. Researchers should securely dispose of research data and associated records once the retention period has expired or when data is no longer required.
- b. Data disposal should follow appropriate protocols, such as shredding physical documents or permanently deleting electronic files.

4. Compliance and Monitoring

- a. The Office of Research, Innovation and Commercialization shall ensure compliance with this Data Collection Policy through regular monitoring, audits, and training programs.
- b. Any breaches of data collection guidelines or policy should be reported to the designated authority for appropriate investigation and remedial actions.

5. Review and Updates

This Data Collection Policy shall be periodically reviewed, updated, and communicated to all relevant stakeholders to reflect changes in applicable laws, regulations, and best practices in data protection and privacy.