

Data Collection and Processing Guidelines

1. Purpose

This document outlines the protocols for collecting, processing, and managing data to ensure accuracy, integrity, and compliance with applicable regulations.

2. Scope

These guidelines apply to all staff, contractors, and collaborators engaged in data collection and processing for organizational projects.

3. Data Collection

1. **Identify data sources:** Clearly define all sources of data before collection.
2. **Obtain consent:** Ensure informed consent is obtained when collecting personal or sensitive data.
3. **Use approved tools:** Utilize standardized and validated tools or forms for data input.
4. **Record metadata:** Document date, time, method, and personnel involved in data collection.

4. Data Processing

1. **Data Entry:** Enter collected data promptly and review for completeness.
2. **Verification:** Implement double-checking or peer review procedures to ensure accuracy.
3. **Data Cleaning:** Identify and handle inconsistencies, duplicates, and anomalies in the dataset.
4. **Data Security:** Store and manage data securely with access controls and regular backups.

5. Data Privacy

- Maintain confidentiality for all personal data.
- Anonymize or pseudonymize data wherever possible.
- Only share data internally on a need-to-know basis.

6. Compliance and Review

- Ensure compliance with legal and regulatory standards (e.g., GDPR, HIPAA).
- Periodically review and update guidelines as needed.

Important Notes:

- This guideline is a living document; regularly update to reflect new legal or operational requirements.
- Training staff on these procedures is essential for effective implementation.
- All data handling must prioritize participant privacy and data security.

- Document every step to maintain traceability and accountability.