DATA MANAGEMENT POLICY

OF

Center of Participatory Research and Development-CPRD

Adopted in January 2017

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This document has been approved by 21th Executive Committee Meeting of Center for Participatory Research and Development-CPRD

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Approved by

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8. Retention & Management of Record (Technical and Financial)

8.1 Hard copy

CPRD maintains a centralised filing system for policy and project-related files. Staff are responsible for keeping the files relevant to all projects including funding agreements.

The Finance/Administration Manager is responsible for ensuring compliance with maintaining the central file(s) on each project as specified above. All financial and project or research records are kept for a minimum of 5 years both hardcopy and soft copy.

On an annual basis, the Finance/Administration Manager will cull documents from the central filing cabinets. This ensures filing systems are current and unnecessary storage is reduced. Regular review of the files also assists in the transfer of relevant information in the event of staff turnover.

When culling files, they should make a decision as to whether material should be:

- archived at CPRD;
- disposed of.

In general, CPRD staff are responsible for maintaining files relevant to their own projects and areas of responsibility. Copies of key documents should be forwarded to the Finance/Administration Manager for inclusion on the project file, stored in the Finance/Administration office (a job number will be allocated at this time).

The documents kept in the central file include:

- the funding submission
- the funding agreement
- the project budget
- any correspondence with the funding agency
- copies of all reports and acquittals
- Copies of any agreements with contractors involved in the project.

In order to ensure centralised record keeping, the Finance/Administration Manager also maintains copies of:

- statutory documents (e.g. the certificate of incorporation)
- source documents such as insurance policies

The Finance/Administration Manager is responsible for disposing of information and files as necessary to maintain proper records. Once no longer required, confidential documents are to be shredded. Generally this includes board papers, financial information, and job applications. Any personal information about individuals that is acquired should also be shredded. General information that is not considered as sensitive can be placed in the paper recycling.

Any material which is more than 7 years old is usually discarded in order to save storage space, except for CPRD Legal documents which should be archived.

8.2 Soft Data

To make the data backup and communication management in a structured way of the organization, data backup and internet security policy as bellow. Every computer of this organization will must have to follow the following policy and rules by inflowing the rules and legislation the employees of CPRD will be considered as misconduct and will be mentioned at yearly dairy.

- Primary storage: Please store your computer's file in D, E or any other drives in next. Never store any file in C drive, Desktop or My documents.
- Use of firewall: let your computer take updates, don't turn off your computer when it's taking updates.
- Internet backup: try to keep backup at (internet / cloud backup system) of any important file by using Google drive or dropbox.com.
- Method of storage: CD/DVD USB External HDD/Cloud Backup service (Internet Media) ICT officer will maintain thus.
- Privacy and Security: To access the storage data, you have to take permission from responsible parson (Chief Executive, Research fellow or concerned supervisor).
- Mail Storage: You can't store any data or email at the office email ID; to store you can use third party software (take help from ICT officer) email will be positive and short. Only mail who is responsible for that mail otherwise takes permission before send any mail.
- Don't use official email as personal purpose or personal id as official.
- Set a password to on your using PC and let your supervisor know the password.
- If you are sending any download able email, consider the receiver's internet access.
- Use a difficult password to protect your email account and share the password with only supervisor that he may monitor your account.
- Using Social Media is restricted during office hours, concern your supervisor if there are any emergency to use it.
- You cannot share any research, project and other organizational documents without prior permission of Authority.
- Research Assistant (Advocacy & Communication) will responsible for all this process.