

Confidentiality, Accuracy and Safe Storage of Data.

In the course of collecting, handling and using data as part of any work in which I am involved during my employment or studies at the University of Kent I agree to maintain such data confidentially, accurately and safely at all times. In particular I agree to the following:

* To consult the Research Ethics Committee of the SSPSSR-LSSJ regarding any research undertaken
* To obtain data only where appropriate consents have been obtained or, where no-one can give valid consent having explored and considered the ethical issues involved in collecting the data with the SSPSSR-LSSJ Research Ethics Committee.
* To do my best to ensure that all data collected are accurate and that their accuracy is

maintained in any further transformations of the data (such as those involved in data entry and analysis operations)

* To notify my supervisor, if I have significant concerns about the accuracy of the data or the

use to which they are being put.

* To take all possible steps to guard against unauthorised access to the data or its improper alteration or disclosure or its loss or destruction. I will report any loss of data, participant contact details, or other written materials relating to research to my supervisor immediately
* Not to make personal data available to anyone outside the primary researcher and

supervisors connected with the particular research project.

* Not to publish or disseminate personal data in a way which allows the identification of the person or agencies involved without the prior written agreement of those persons and agencies.
* To maintain all data in a manner consistent with the requirements of the Data Protection Act

1998 in so far as that legislation applies. This includes the password protection of identifiable data held on computers.

* To allow access by the University of Kent to any files held on the University of Kent

computer network in the event that such access is justified and necessary.

* To keep all paperwork in safe storage.

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| **Name: Katrine Callander** | **Date: 15/03/23** |
| **Signature:** | |