



Institute of Primate Research

STANDARD OPERATING PROCEDURE (SOP) DOCUMENT

Data Access and authentication procedures

SOP No.	Issue Number	Issue Date	Revision Status	Revision Date
SOP/KIPRE/RPD/DSAS/3.1.76	Version 01	October 2025	-	-

Approvals

	Name	Signature	Date
Developed by:	<u>Patrick Waweru Mwaura</u>	<u></u>	<u>6th October; 2025</u>
	<u></u>	<u></u>	<u></u>
	<u></u>	<u></u>	<u></u>
Reviewed by:	<u></u>	<u></u>	<u></u>
Approved by:	<u></u>	<u></u>	<u></u>

Table of Contents

1. PURPOSE.....	4
2. SCOPE	4
3. PERSONS RESPONSIBLE:	4
4. FREQUENCY.....	4
5. MATERIALS.....	4
6. PROCEDURE.....	4
7. REFERENCES	5

1. PURPOSE

To establish secure, role-based access and authentication protocols for all DS&AS-managed data, ensuring that sensitive biomedical, ecological, and primatological data are protected from unauthorized use.

2. SCOPE

Covers all internal and external users accessing DS&AS databases, repositories, or analytic platforms.

3. PERSONS RESPONSIBLE:

- **Head of DS&AS:** Oversees access governance.
- **Data Engineer / ICT Officer:** Implements authentication controls.
- **Data Protection Officer (DPO):** Ensures compliance with the Data Protection Act (2019).

4. FREQUENCY

- Access rights reviewed **quarterly**.
- Immediate review upon staff role changes or project completion.

5. MATERIALS

- Institutional Access Control Policy.
- Authentication software (MFA, VPN, LDAP/Active Directory).
- Data classification register.

6. PROCEDURE

1. **Request Submission:** User submits access request form.
2. **Review:** DS&AS reviews request against data classification (Open, Restricted, Confidential).
3. **Authentication:** ICT enables access via multi-factor authentication (MFA) and VPN.
4. **Logging:** All data access automatically logged and monitored.
5. **Review:** Access rights reviewed quarterly; revoked when no longer needed.

7. REFERENCES

Appendix A

Request form (s)