



Institute of Primate Research

STANDARD OPERATING PROCEDURE (SOP) DOCUMENT

Data Sharing, anonymisation, and compliance

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	4

1. PURPOSE

To standardize data sharing and anonymisation procedures, ensuring compliance with the Kenya Data Protection Act (2019), institutional policies, and international standards.

2. SCOPE

Covers all internal and external data-sharing activities (research collaborations, publications, open-data repositories).

3. PERSONS RESPONSIBLE:

- **Head of DS&AS:** Authorizes data sharing requests.
- **Data Protection Officer (DPO):** Ensures compliance with legal/ethical frameworks.
- **Data Engineer/Analyst:** Implements anonymisation and secure transfer protocols.

4. FREQUENCY

- Data sharing requests processed **on demand**.
- Compliance audits conducted **annually**.

5. MATERIALS

- Data sharing agreement (DSA) templates.
- Secure transfer tools (encrypted channels, VPN, HTTPS/SSL).
- Anonymisation tools (pseudonymisation, differential privacy, de-identification scripts).

6. PROCEDURE

1. **Request:** Collaborator submits formal data sharing request.
2. **Review:** DS&AS and DPO review request for compliance with DPA 2019.
3. **Anonymisation:** Sensitive data anonymized/pseudonymised before sharing.
4. **Approval:** Head of DS&AS authorizes release.
5. **Secure Transfer:** Data shared via encrypted channels; access logged.
6. **Archiving:** Copy of shared dataset and approval record stored in repository.
7. **Compliance Audit:** Annual audit of all data-sharing activities.

7. REFERENCES