

**Institute of Primate Research**

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**STANDARD OPERATING PROCEDURE (SOP) DOCUMENT**

**Development, Review, and Updating of DS&AS Policies and Strategies**

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| **Approvals** |  |  |  |
|  | **Name** | **Signature** | **Date** |
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# PURPOSE

To establish a standard process for developing, reviewing, and updating data analytics policies and strategies within the Data Science & Analytics Section (DS&AS), ensuring compliance with the Kenya Data Protection Act (2019), institutional regulations, and international best practices (e.g., FAIR principles, GDPR alignment).

# SCOPE

This SOP applies to all DS&AS staff involved in policy formulation, review, and implementation. It covers policies related to:

* Data governance and management
* Data analytics and modelling standards
* Ethical data use and compliance with national regulations
* Alignment with KIPRE’s strategic goals, national health priorities, and global standards

# PERSONS RESPONSIBLE:

* **Head of DS&AS** – Leads policy development and review process; ensures compliance.
* **Policy Development Committee (PDC)** – Comprised of DS&AS representatives, Data Protection Officer (DPO), ICT lead, and legal/ethics officer.
* **Director of Research and Product Development** – Provides approval before institutional adoption.
* **External Stakeholders (as needed)** – Regulators, ethics review committees, collaborating partners for consultation.

# FREQUENCY

* **Policy development** – As required for new needs, technologies, or regulations.
* **Policy review** – Annually by DS&AS, with a **comprehensive review every 3 years** in line with institutional review cycles.
* **Interim updates** – Triggered by significant legal/regulatory changes (e.g., amendments to the Data Protection Act) or emerging best practices.

# MATERIALS

* KIPRE Strategic Plan (2023–2027)
* DS&AS Strategic Framework & Policy Proposal
* Kenya Data Protection Act (2019) and relevant ICT/Research Acts
* Institutional Data Protection & Sharing Policy 2024
* International standards and guidelines (FAIR, GDPR, WHO/ASA ethics frameworks)
* Templates: Policy draft template, review checklist, approval form

# PROCEDURE

**Step 1: Needs Assessment**

* Identify policy gaps through monitoring, audits, and stakeholder feedback.
* Benchmark against national legislation and international standards.

**Step 2: Drafting**

* DS&AS prepares a draft policy/strategy document using the institutional template.
* Incorporate provisions for data access, security, anonymisation, quality assurance, and compliance workflows.

**Step 3: Internal Review**

* Policy Development Committee reviews draft for technical accuracy, legal compliance, and ethical considerations.
* Revisions made based on committee feedback.

**Step 4: External Consultation**

* Where relevant, circulate draft to ethics committees, regulators, and external partners for input.
* Document all feedback and incorporate as appropriate.

**Step 5: Approval**

* Final draft submitted to the Director of Research and Product Development and institutional leadership for approval.

**Step 6: Dissemination**

* Publish approved policy on KIPRE’s intranet and data governance portal.
* Conduct staff sensitization workshops and training sessions.

**Step 7: Monitoring & Review**

* DS&AS tracks compliance and effectiveness via audits, KPIs, and governance dashboards.
* Update policy as needed following annual or 3-year review cycle.

# REFERENCES