

**Institute of Primate Research**

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**STANDARD OPERATING PROCEDURE (SOP) DOCUMENT**

**Data Access and authentication procedures**

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| **Approvals** |  |  |  |
|  | **Name** | **Signature** | **Date** |
| **Developed by:** | \_Patrick Waweru Mwaura\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_6th October; 2025\_** |
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| **Reviewed by:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Approved by:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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# 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.

# SCOPE

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

# 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).

# FREQUENCY

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

# MATERIALS

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

# 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.

# REFERENCES

Appendix A

Request form (s)