

**Institute of Primate Research**

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

**STANDARD OPERATING PROCEDURE (SOP) DOCUMENT**

**Data Sharing, anonymisation, and compliance**

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

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

# SCOPE

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

# 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.

# FREQUENCY

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

# MATERIALS

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

# 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.

# REFERENCES