

Data Management and Privacy Policy

Ethical Guidelines

- **Sama Consulting is committed to a *Do no Harm* policy in conducting research.** Research participants are treated as autonomous agents, and those with diminished autonomy are provided with additional protections.
- **Research is only conducted on a voluntary basis and when informed consent is provided.** In consent forms, the purpose, objectives, and the way information will be disclosed are clearly stated in a way and language that can be understood by the research participant. Any reasonably foreseeable risks and potential benefits to the participants or others will also be clearly indicated during the consent process.
- **For research conducted with children and adolescents,** consent will be provided by the caregiver and assent by the child/adolescent. The consent language and information will be simplified for children and adolescents so that they fully understand what they are participating in. If the caregiver provides consent and the child/adolescent does not provide assent, the research activity does not proceed and will be stopped.

Privacy and Data Management Guidelines

- **The privacy of research participants will be guaranteed at all times.** Research sessions will take place in locations that are comfortable and convenient for the participant and maintains their safety. The information recorded in the research session will not be shared with any third party.
- **The confidentiality of the data will be maintained.** Transcripts, code books and reports will only contain de-identified data and the names or contacts of the research participants will not be linked to transcripts or research reports.
- **Encryption software will be used if data is to be shared with team members online.** Sama uses VeraCrypt if recordings are to be shared with team members who are physically in different locations. VeraCrypt is a free open-source disk encryption software.
- **Ethical data collection, privacy, and storage at Sama Consulting follow the Policy on Protection of Human Subjects in Research** and the ethical standards on rights to privacy by the UN Commission on Human Rights. IT security procedures for data storage encompass both digital access controls and the physical security of facilities where computers and storage media are kept.
- **Raw data retention will not exceed 5 years.** All recordings, transcripts and associated raw data from research activities will be destroyed five years after the completion of the research activity or project. Raw data will be permanently deleted from Sama Consulting servers.