



## **NATIONAL COMMITTEE ON RESEARCH IN THE SOCIAL SCIENCES AND HUMANITIES (NCRSH)**

### **SOP NO.6: Standard Operating Procedure for Distributing Protocol Documents**

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#### **Purpose**

This SOP describes how to handle original documents and copies of documents in order protect confidentiality of the documents.

#### **Scope**

The SOP applies to documents that include protocols and related documents; data related to participants; correspondences to and from NCRSH; minutes of meetings etc. This SOP is for usage by NCRSH members, secretariat and any visitors or consultants on the committee.

#### **Allowable Exceptions**

None

#### **Specific Procedure**

- New members, secretariat, visitors and consultants engaged on NCRSH business sign a confidentiality agreement form at the time of appointment
- Members and secretariat of NCRSH request for copies of documents
- All documents obtained must be signed for in the distribution log
- Secretariat shall maintain the distribution log and the signed confidentiality form on file