

**KCMC**  
**KILIMANJARO CHRISTIAN MEDICAL CENTER**  
**STANDARD OPERATING PROCEDURES**

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| <b>Title: KCMC Data Security</b> | <b>Policy #: 1.01</b> |
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**PURPOSE:** To establish the process for internal and external computer virus protection of KCMC clinical research data.

**POLICY:** The data manager will be educated and trained to understand the proper methods of data security in regards to KCMC data in accordance with all applicable protocol, federal, and sponsor regulations and guidelines.

**RESPONSIBILITY:** Data Manager

**PROCEDURE:**

1. McAfee virus scan software will be installed on all computers used for data entry, scanning, and exporting.
2. The data manager will update the virus protections definition via the McAfee software every other week, and note the time and date completed on the data security log.
3. Computers designated for data entry, export, and scanning will be password protected, and used expressly for data management ie. Internet surfing, emailing, or Instant Messaging is prohibited if not work related.
4. The data manager will read and understand the pertinent definitions listed in this policy and procedure.

**DEFINITIONS:**

**Confidentiality:** Prevention of disclosure, to other than authorized individuals, of a sponsor's proprietary information or of a subject's identity.

**KCMC:** Kilimanjaro Christian Medical Center