



DHAKA COMMUNITY HOSPITAL TRUST

190/1, Bara Moghbazar, Wireless Railgate, Dhaka-1217, Bangladesh.

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DATA MANAGEMENT AND SECURITY POLICY

Dhaka Community Hospital Trust has developed an IT department with independent server for all data base management. This department maintains the procedure for confidentiality and security by using password. To collect the information we use various forms and questionnaire of different programmes. DCH Trust has designated Ms Lisa Sultana as it's IT and Data Management & Security in-charge with full responsibility. She has working knowledge on management of information and technology system. The duties of IT in-charge are to handle all departments data management and strictly maintain the confidentiality security.

Confidentiality and Security

DCH Trust strongly maintains confidentiality and security all kinds of participants information, which is restricted and should not be disclosed beyond the study team. Confidence is a binding legal duty, which arises when a direct assurance of confidentiality is given by the researcher to a participant. All the research workers and data management staff have a legal duty to make sure that confidential information stays secure. DCH TRUST research personnel are responsible for all research data and records management. The responsibility for managing confidential personal information provided by participants always rests with the supervisor as the DCH Trust is legally responsible for this data.

Details of any tools that you will use to support the minimum data management standards set-out in the scope of work.

DCH Trust has a research protocol to make any kind of need assessment, study and research. In this regards DCH Trust also has an Institutional Review Board (IRB), from which have to get ethical approval along with related correspondence. Regarding the data management we use various tools like forms, questionnaire etc. To store and analyse the data we use REDCap, SPSS and Excel programme for data management system

APPROVED

Quazi Quamruzzaman
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REDCap

REDCap is a secure web application for building and managing online surveys and databases. While REDCap can be used to collect virtually any type of data, it is specifically geared to support online or offline data capture for research studies and operations. The REDCap Consortium, a vast support network of collaborators, is composed of thousands of active institutional partners in over one hundred countries who utilize and support REDCap in various ways. So it maintains very confidentiality.

SPSS and Excel Programme

DCH Trust uses SPSS for logical batched and non- batched statistical analysis. It helps to develop data base, data input and get output easily. Beside the SPSS we also use Excel application for patient record and information management. It helps us to make short analysis and get various outputs like pie chart and graphs.

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