# Standard Operating Procedure: Data Storage and Management

**Maintaining participants’ confidentiality:**

* 1. Do not discuss interviews with people outside of the project team.
  2. Never write full names of participants or locations in your notebooks or typed verbatim transcripts.
  3. Use codes for field site names and for the participants in the verbatim transcripts.
  4. Keep completed consent forms safe and hand them to Dr Yashua Hamza as soon as possible.
  5. Keep your note books, voice recorders, USB sticks and all other equipment you received for data collection secure at all times and store them in a locked drawer/cabinet when possible.
  6. Password-protect your computer and USB if possible.
  7. Give your notebook to Dr Yashua Hamza at the end of the study.

**Saving data:**

* 1. Set the computer to auto-save Word documents every 10 minutes. Ask for help if you are unsure how to do this.

1. Create two main folders on your computer: Verbatim transcripts your initials and Voice recordings\_your initials.
2. Within the verbatim transcripts main folder, create 7 subfolders: (1) Narratives New Mothers, (2) IDIs New Mothers, (3) FGDs New Mothers, (4) FDGs grandmothers, (5) FGDs father, (6) FGDs HEW\_HDA, and (7) Friendship Interviews.
3. Save your draft verbatim transcript in the appropriate sub folder using the correct ID configuration (see ID SOP).
4. Save a copy the voice recording in the voice recordings folder. Use the respondent’s ID number as the file name. Do not erase the original recording from the voice recorder.
5. Versions of your transcripts that contain comments from will be saved using the ID, including the date of the original document, and the initials of the person who commented. Save the version with comments in the correct sub folder.

**Keeping your work safe by**

1. Scan any USB stick that has been in an external computer for viruses.
2. Ensure that your automatic virus scan is set for a full virus scan every 2 days
3. Select a person who will be responsible for back up your work onto the external hard drive 2-3 times a week.