



VISHNU DENTAL COLLEGE

DATA RETENTION POLICY

4.1 Policy purpose

The purpose of this policy is to guide the safe storage, retention, access, archiving, and destruction of research records and data.

4.2 Scope

This policy applies to research data in their original format and after processing; consent forms, case sheets, images, radiographs, recordings, laboratory records, analysis files, and final reports, whether in paper form or electronically.

4.3 Policy statement

Data used in research will be accurate, secured, traceable, and will be kept for as long as required by the law, ethics, sponsor requirements, or the institution's procedures. Where there is no specific requirement, an institution may specify a minimum period for retention.

4.4 Storage and access

All physical records should be stored in authorized and secure places, while all electronic records must be encrypted and backed up using passwords and restricted access.

4.5 Sharing and Transferring

Data should not be transferred or shared outside the organization without proper authorization and security protocols.

4.6 Disposal

On expiration of the retention period, disposal will be authorized, documented and implemented appropriately.