
Collecting Information:



Conduct interviews in private settings, especially if the information is sensitive, or ask the participant if they are comfortable with the location.

It is highly recommended that you use secure platforms such as your Seneca **Microsoft Forms** tool when collecting participant information or conducting surveys.

Do not ask participants to provide more personal information than required for the purposes of your research.

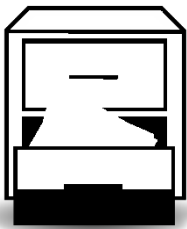
De-Identifying Information:



While consent forms need to identify a participant by name, assign a code number to each participant that can be used on surveys and other documents.

Never disclose a participant's identity (unless they provide express consent to the disclosure in writing).

Storing Information:



Keep paper files locked in a locked filing cabinet and limit access to research team members only. Store in a secure electronic drive such as your Seneca **Microsoft OneDrive** account.

Password protect your computer and only access your files when using a trusted network (not the free Wi-Fi at Starbucks).

If you choose to store "identifiable" information on a portable device, it must be encrypted.

Transferring Information:



Where possible, use a secure channel such as your **Microsoft OneDrive** account to share information with your research team members.

If you must use email, never put identifiable information in the body of the email, and **ALWAYS** double check the recipient's name prior to sending. Password protect attachments using complex passwords.

Secure documents when transporting them; keep with you, or lock in your trunk.

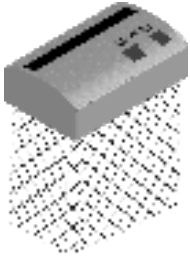
Retaining Information:



Consider any additional requirements for retention of study date (funder, journal).

Academic requirements for maintaining records related to a specific course are one year.

Disposing of Information:



Once the retention period has expired, securely shred paper documents that contain identifiable or other sensitive information.

Permanently delete soft copies of files from your **Microsoft OneDrive** account and devices.

Encrypting Information:

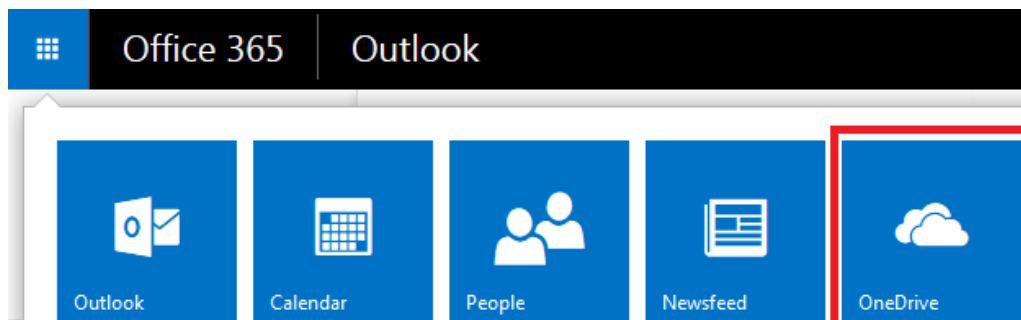
Learn how to encrypt common Microsoft Office documents.

<https://tech.wayne.edu/kb/security/computer-device-security/102843>

Microsoft OneDrive

OneDrive is a cloud-based file storage service that enables you to store copies of your documents and files online and share them with your colleagues and friends. With OneDrive you can access your files anywhere, on or off campus. Files are accessible from any computer with a web browser, smartphones, or synchronized with your Windows PC hard drive.

Log in at myseneca.ca, select the menu button at the top-left corner, and select OneDrive to get started.

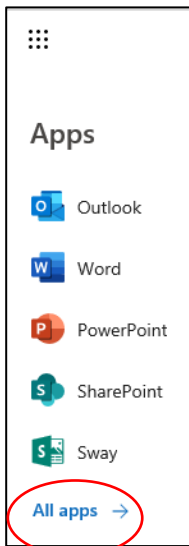


For more information visit: <https://employees.senecacollege.ca/spaces/35/educational-technology-advisory-committee-etac/wiki/view/615/onedrive>

Microsoft Forms

To access Microsoft Forms:

1. Select on **All apps**
2. Choose **Forms**.



For more information visit: <https://support.office.com/en-us/article/Create-a-form-with-Microsoft-Forms-4ffb64cc-7d5d-402f-b82e-b1d49418fd9d>

For more information on **Seneca's Privacy** practices visit: <https://www.senecacollege.ca/privacy.html>