



# **Biorepository SOP: Destruction of Donor Records & Data**

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The  
University  
Of  
Sheffield.

This policy outlines the procedure for destroying electronic and hard copy donor records and data.

### Background

Documenting the UoS position for this procedure and how the school will implement this to remove electronic data when consent is withdrawn.

### Definition

Destruction of electronic, along with paper records and data.

### Procedure

Occasionally a donor's family will revoke consent for their relative's tissue to be retained and used for research. As well as destruction of the tissue all records and data relating to the individual and details of the material retained i.e. paraffin block listings, frozen tissue should be removed from computer records and paper copies destroyed (treated as confidential waste).

### CFAS specific

1. After a research project is finished all data generated from that project should be sent securely to the central CFAS office for storage.
2. Encrypted data should be cleaned from researchers PC's and laptops.

### 3. Associated Documents

	Document	Document Reference
1	Change Control	BIO:SOP:14
2	Records management	BIO:POLICY:03
3	Data Protection Policy	BIO:POLICY:16
4		
5		
6		
7		