
4.2 Data Storage

FORMAT	KEY STEPS
Electronic records	Update Participant Database.
Survey	On-line survey data will be stored on a password protected folder on the University server. Only the research team will have access. Encrypted data sticks will be used to share data where necessary. No data will be stored on personal/home appliances.
Audio files & Transcripts	Upload audio file to password protected institution file storage. Once transcription complete, cleaned and fully anonymised, audio file should be deleted. Only save re-labelled anonymised transcript.
Hard Copies	File consent forms chronologically. File demographic forms chronologically in a separate folder and separate location. Confirm filing locations, .e.g.: Interview packs and files: [location and key] Completed consent forms: [location and key] Completed demographic forms: [location and key] Hard copy anonymised Transcripts: [location and key]
Anonymising interviews	Remove ALL identifying details, e.g.: <ul style="list-style-type: none">■ Replace name with [staff member/student]■ Replace Department with [Faculty]■ Replace names with relationship [son/daughter/sibling/partner/wife]■ Replace named university/school with [Scottish University/Primary School/High School]