# SHARE: standard methodology for research ethics applications: recording and storage of human data

All information collected from (or about) participants during the study will be kept strictly confidential and any personal information they provide will be managed in accordance with data protection legislation.Records will be stored securely in accordance with university policy on retention of data [+details of where data will be stored: reference to Cardiff University guidelines at <http://sites.cardiff.ac.uk/isf/handling/electronicdigital-information-storage/>] . After [timeframe] the research team will anonymise all the personal data it has collected from, or about, participants in connection with this study, with the exception of signed consent forms [+ details of anything else it is necessary to retain]. Consent forms [+ details of anything else being retained] will be retained for [time frame – funder’s stipulation or, if no stipulation, in accordance with the University Records Retention Schedules, usually five years] and may be accessed by members of the research team and, where necessary, by members of the University’s governance and audit teams or by regulatory authorities. Anonymised information will be kept for a minimum of [time frame – funder’s stipulation or, if no stipulation, in accordance with the University Records Retention Schedules, usually five years], before being destroyed, but may be published in support of the research and/or retained indefinitely where it is likely to have continuing value for research purposes.