


STANDARD OPERATING PROCEDURE (SOP)

TITLE: DATA BACKUP



DO NOT USE THIS SOP WITHOUT FIRST CHECKING IT IS THE LATEST VERSION

Document ID:	SOP-CR002
Version No:	1.0
Effective Date:	January 2020
Review Date:	N/A
Applicable Clinique Research Site(s):	All

Approved By:	Roseanne Onyia Founder/Director, Clinical Operations; Clinique Research
Signature:	
Date:	January 2020

1. PURPOSE:

The purpose of this SOP is to describe the procedure of data backup undertaken at Clinique Research and to ensure:

- All relevant parties (sponsors and sites) are consulted and can support the project.
- The proposed trials are a strategic fit and aligns with Clinique Research’s core values.
- Research projects have the best possible outcome in terms of recruitment, patient safety, budget, and time frames.

2. SCOPE:

All clinical trials to be monitored and managed at Clinique Research.

3. APPLICABILITY:

This applies to all Clinique Research employees, contract staff and to all relevant external persons or parties proposing to engage in the clinical trial services at Clinique Research.

4. GLOSSARY OF TERMS:

Please refer to Clinique Research SOP Glossary of Terms (see Related Documents).

5. PROCEDURE:

Clinique Research is responsible for monitoring and managing clinical trials in accordance with ethical and regulatory standards.

5.1 Data Backup

- Whatever the format of database software used to manage the study, robust back-up systems are required to guard against loss of data due to software or environmental disasters.
- Owners of local desktop machines are responsible for protecting local files.

STANDARD OPERATING PROCEDURE (SOP)

TITLE: DATA BACKUP



6. VERSION CONTROL:

Document History	
Version	Summary of Changes
1.0	N/A – First Issue

7. APPENDIX:

Clinique Privacy Policy

Clinique Information Security Policy

Data Protection Policy SOP

Archiving Completed Study Documents SOP