

Nvivo Recommendations to maintain TRAC 'Low Risk' Rating

The following recommendations and guidelines should be followed to maintain a TRAC 'low risk' rating for the use of Nvivo

- Limit Personal Identifiable Information (PII) collection to only what is required to complete the research
- Require notice to and consent of participants that the information they provide will be transcribed outside of Western's environment
- Delete video/audio from the Nvivo environment once verified.
- Delete transcriptions from the Nvivo environment once verified.
- Caution must be used with the retention and storage of any data.
- For authentication purposes/process: use complex passwords, different from your Western password (or any other password used elsewhere).