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Appendix 4: Data Protection Protocol

The Ownership Project 2.0: Private Capital Owners & Impact

Raw, non-anonymized data:

1. To protect data integrity, Saïd Business School (“SBS”) research team members save any information with identifying information (original recordings, typewritten data notes, company documents, signed Informed Consent forms) to a secure network drive, hosted on Saïd Business School servers, with access restricted to the named research team, and requiring a SBS VPN for remote access. This secure network drive has been set up by IT Services not to be visible to anyone else at the School. Only SBS-issued, password-protected computers are used to access the secure drive.
2. SBS research team members upload recordings to a transcription programme approved by SBS as GDPR and security compliant. The audio recordings are password-protected before uploading to the Oxfite server.
3. The password is changed at least every 12 months, or in the event of any changes to project team personnel, whichever circumstance occurs earlier.
4. Raw, non-anonymized transcripts are stored together with original recordings to ensure data integrity, on the secure network drive. This raw data will be protected by an additional password.
5. Access to any raw, non-anonymized data will be restricted to the named research team via SBS server permissions.
6. Only two individuals on the SBS research team will have access to the key linking participants in the Interviews to their numeric identifiers; this key will be kept in a separate password-protected location on the server.
7. Whether the interviews take place in person or by phone, digital audio recordings are conducted on Saïd Business School-registered devices. The audio files are downloaded to the Saïd Business School Microsoft Teams app into the Ownership Project Team (which is an invitation-only group limited to research team members and supported by Saïd Business School IT). Once the raw audio file has been uploaded to our secure storage area the copy of the recording on the Saïd Business School-registered device and in the Teams app is deleted.

Anonymized data:

8. If participants request anonymization, this means that any identifying information will be removed, changed, and/or replaced with pseudonyms in research outputs. Any anonymized data will be stored in a separate folder so as not to be confused with the original, non-anonymized data. Selections of anonymized data may be shared with individuals external to the research team (for example, advisory board members) as needed, and can be used for research outputs (e.g. as quotations).
9. For audio recording transcripts, the Saïd Business School research team will manually redact company or individual names.
10. Following completion of the project, the Saïd Business School research team will retain access to anonymized and original data for the development of research outputs, including:

- a. convenings of different cohorts of those working in family capital organizations and intermediary roles, academics, and other related professionals and thought leaders
- b. development of practical tools, metrics and methodologies to prepare families and their organisations for the future
- c. publications (academic, practitioner, policy and popular)
- d. curricula and other teaching materials

All recordings and transcripts will be destroyed upon completion of data analysis after a maximum period of ten years after the last publication. Upon the request of participants, original data will be kept for a shorter period (with a minimum of three years from the date of publication), with the anonymized data still kept for ten years from the date of the final publication.

Should you have any questions or concerns about our research protocol, please feel free to contact: (1) Saïd Business School's Departmental Research Ethics Committee at ethics@sbs.ox.ac.uk, or (2) the Chair of the Social Sciences & Humanities Inter-Divisional Research Ethics Committee at ethics@socsci.ox.ac.uk, address: Research Services, University of Oxford, Wellington Square, Oxford OX1 2JD.

For more information, visit: <https://www.sbs.ox.ac.uk/ownership-project> or email the team: ownership@sbs.ox.ac.uk