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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 an 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. Recordings are taken on a password-protected SBS-registered mobile phone.
3. SBS research team members upload recordings to the secure network drive via Bluetooth/Airdrop. The recording on the mobile phone is deleted.
4. SBS research team members upload the recording to a transcription programme approved by SBS as GDPR and security compliant.
5. The transcript is edited to remove identifying information; the file is named with a numeric identifier. Anonymised transcripts are stored together in a folder of the secure network drive.
6. Raw, non-anonymized transcripts and original recordings are stored in separate folders within the secure network drive.
7. Access to raw, non-anonymized data is be restricted to the named research team via SBS server permissions.
8. Only 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 document on the secure network drive.

Anonymized data:

9. If participants request anonymization, any identifying information is removed, changed, and/or replaced with pseudonyms in research outputs. 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).
10. For audio recording transcripts, the Saïd Business School research team will manually redact company or individual names.
11. 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

Saïd Business School Departmental Research Ethics Committee approval **Ref No:**
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