

Iowa State University Uganda Program Data Privacy and Protection Statement

About CSRL and ISU-UP

Iowa State University Uganda Program (ISU-UP) is an International NGO administered by Iowa State University's (ISU) Center for Sustainable Rural Livelihoods (CSRL). ISU-UP operates primarily in Kamuli District, Uganda. The CSRL and ISU-UP mission is to use the power of education to develop sustainable communities and responsible global citizens. The ISU-UP works with communities, schools, Kamuli district local government, and Makerere University.

About the Data Privacy Statement

As ISU-UP, we recognize the importance of protecting the privacy of individuals and the data and information we collect for use in conducting the programs and communicating with others through publications, including annual reports, social media, conferences, marketing, and fundraising. This privacy statement provides a snapshot of the kind of data and information we collect, the type of consent we request, and how the data and information in both softcopy and hardcopy are protected to limit access from unauthorized persons. The statement similarly shows how the program coordinators and researchers are trained to collect and protect data that involves human subjects. We also provide the contact information of the program's Data Protection Compliance Officer.

Types of Data and Information Collected

The type of information that ISU-UP collects is purpose-driven. For purposes of tracking program planning and implementation, the ISU-UP may collect data, including names, addresses, phone numbers, education level, marital status, religion, family size, and stories related to project participation and transformative results. For programs related to nutrition, ISU-UP collects data on anthropometric indices, including weight and height, age, and Mid-Upper

Arm Circumference (MUAC), which are analyzed to determine the severity of nutrition security and recommend and adopt best malnutrition management practices. For payroll purposes, ISU-UP collects data, including NSSF numbers, family members (for emergency contact and insurance purposes), and bank account information.

Training of Program Associates on Data Management Privacy

As ISU-UP, we value the importance of protecting the data and the information we collect. We take steps to make sure our program coordinators and associates understand the importance of protecting privacy. ISU researchers are required to take the Collaborative Institutional Training Initiative (CITI), and receive a basic course certificate related to data protection in research. Service-learning group leaders instruct students on privacy and protection through a pre-departure orientation course that prepares them for their field activities.

Storage of Data and Information Collected for Program Purposes

The data and information collected for fieldwork are encrypted and saved on the program specialists' computers. These laptops are password protected and stored in locked facilities when not in use. Program specialists protected hard copies of documents in locked cabinets inside the secure headquarters office within the patrolled walls of the main office compound. Field specialists' electronic data, which are collected and used in writing monthly reports and program stories, are kept in Cybox (a secure cloud storage location) within controlled access folders. CyBox is Iowa State's version of the popular storage site Box.com. Unlike other storage sites, CyBox has beefed-up security features that meet federal requirements for protecting student privacy (Family Educational Rights and Privacy Act, FERPA). Accessibility to CyBox is limited to only those with login credentials.

Storage of Data and Information Collected from Research Projects

Data and information from research studies are encrypted and saved on the Principal Investigators' (P.Is') personal computers, which are password protected and locked in a secure location when not in use. Other hard (physical) copies of research documents are kept in locked cabinets with controlled access. Completed surveys (without the names) are only viewed by the P.Is, Co-PI, and/or the researchers at ISU. Names are coded to keep personal information separate from surveys. P.I.s secure key/codes in a separate, locked location.

Photographs, Videos, and Voice Release

Photographs, videos, voice recordings, etc. used in communications about ISU-UP projects require permission from the subjects via a release form. Photo Authorization and Release Forms are utilized in either English and Lusoga for this purpose. Lusoga is the primary native language in the Kamuli district where ISU-UP is headquartered. The English version reads as follows:

“I hereby grant my consent to Iowa State University College of Agriculture and Life Sciences and/or its representatives to use my image (photograph) as they see fit for educational purposes or for advertising/marketing of Iowa State University and its programs, including, but not limited to, the Center for Sustainable Rural Livelihoods (CSRL)/Iowa State University - Uganda Program (ISU-UP) publications. I waive any right to inspect, approve or otherwise restrict the use of my image now or in the future and I will not seek further compensation or royalties from their use. I affirm that I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing and I fully understand the contents, meaning and impact of this release.”

Data Collection During Research

The ISU-UP implements programs based on scientific research findings. In this regard, research conducted within the program requires approval from the Institutional Review Board (IRB) at Makerere University. Further approval is sought from the Uganda National Council for Science and Technology (UNCST). All research assistants involved in research projects undergo IRB training and obtain the Collaborative Institutional Training Initiative Certificates (CITI Program). ISU-UP program specialists complete CITI training. All new employees are required to complete similar training to acquaint themselves with the basics of research involving humans and the rights of participants from whom data is collected. Furthermore, for animal-related studies, IACUC (Institution care and Use Committee) approval is needed if the data are to be published.

Contact Information

For questions regarding privacy rights and data collection, please contact:

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