

Checklist – Research Management and Laboratory Practices

Project:

School:

Project Manager:

name

signature

Date:

Protecting Confidential Information	Yes	No	N/A
Have all personnel – staff, students, visitors and external collaborators – who are involved in the project been briefed on the confidential aspects of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all staff, students, visitors and external collaborators who are involved in the project been issued with, and signed off on, a confidentiality schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all students, visitors and external collaborators who are involved in the project signed off on a confidentiality and intellectual property deed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit interviews conducted with all departing personnel who have had involvement in the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are written records made of exit interviews, which are signed off by the departing personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are copies kept of all employment contracts, confidentiality and intellectual property deeds, and exit interview records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system in place for assessing the confidentiality of information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all third party contractual obligations in respect of confidentiality been recorded and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all personnel who have access to confidential information understand the importance of maintaining confidentiality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees and others been given training relating to what constitutes “publication” or “disclosure” of information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a system been established for vetting and approving drafts submitted for publication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the length of time that information must be kept confidential been made clear to all relevant personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is access to confidential information limited to only those who need it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have records been kept of who has access to, or holds, confidential information?