

Data Usage Policy Document for Cerene Emotional Wellness App Preliminary Survey

Introduction

This document outlines the protocols for handling the data collected from the preliminary survey conducted for the Cerene Emotional Wellness App project. It details the processes involved in collecting, storing, analyzing, and protecting the data to ensure confidentiality and integrity.

Data Collection Methods

- The survey was administered electronically via a secure platform to ensure the confidentiality of responses.
- Participants were informed of the survey's purpose, the voluntary nature of their participation, and the anonymity of their responses through an informed consent process.

Data Usage

The collected data will be used exclusively for the following purposes:

- To inform the development of the Cerene Emotional Wellness App.
- To understand the current emotional wellness state of ASU students.
- To identify potential features and tools that could be beneficial within the app.
- To guide the user experience design process ensuring it aligns with the needs and preferences of the target user base.

Data Analysis

- Data will be analyzed using statistical software by authorized personnel only.
- Analysis will focus on identifying trends and patterns that can inform app development.
- All analysis will adhere to ethical research guidelines and protect the privacy of participants.

Data Storage

- Collected data will be stored on a secure, password-protected server with access limited to the research team.
- Data backups will be conducted regularly to prevent data loss.

****Data Sharing****

- No individual responses will be shared outside of the research team.

- Aggregated data may be shared with stakeholders and in academic publications, ensuring no personal identification is possible.
- Data may be shared with the app development team in an aggregated and anonymized form to inform design decisions.

Data Retention

- Data will be retained for a period of five years post-completion of the project or as required by university guidelines, after which it will be securely destroyed.

Data Protection

- All data will be anonymized before analysis to remove any personal identifiers.
- Regular audits will be conducted to ensure the data protection policies are upheld.

Rights of Participants

- Participants have the right to withdraw from the study at any time.
- Participants have the right to request a summary of the findings derived from the survey data.

Data Breach Protocols

- In the unlikely event of a data breach, immediate action will be taken to secure the data.
- Affected participants will be notified, and necessary steps will be taken to mitigate any potential harm.

Conclusion

This document is designed to ensure that the data collected from the preliminary survey for the Cerene Emotional Wellness App is handled with the utmost respect for participants' privacy and in line with best practices for data management.

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