



**Nova Southeastern University
Standard Operating Procedure for GCP**

<u>Title: Electronic Communication</u>		Version # 1
SOP Number: OCR-RDM-005	Effective Date: August 2013	Page 1 of 1

PURPOSE: Email, although a very effective means of communication, has its risks. Intentional or unintentional activity can result in loss of patient or sponsor confidentiality as well as not having access to information in the future due to accidental or systematic deletion.

POLICIES:

1. Emails should not be deleted.
 - 1.1. In the event an email folder gets close to a designated capacity, arrangements should be made to archive the folder.
2. Emails relevant to the study should be printed and filed in the relevant correspondence sections in the study binders.
3. Emails that contain internal discussions should not be forwarded, CC'd or BCC'd to individuals outside of the company.
4. Emails that contain confidential information should not be forwarded, CC'd or BCC'd to individuals not authorized to receive such information.