



Research Unit

Data processing procedure and Guidelines

Data processing procedure (YEDF/RES/02/001 - 6.3.3)¹

1. For the internal data request the Research Officer will register the request in **Data Request Registry**² and process data as requested.
2. For external data use, a person requesting data shall obtain approval from the CEO.
3. If approved, a person requesting data shall fill **Request for Data Form**³.
4. The Research Officer shall register the request in the **Data Request Registry** process the data and send it the person requesting the data.

Guidelines for use of Open Data

1. YEDF supports open data policy and shall make its data available to the public.
2. Data will be released in raw form. Users will have to process this data as per their needs and research objectives.
3. YEDF does not take responsibility for divergences in research data / findings among researchers. Divergences may arise from differences in data preparation, processing and transformation by individual researchers.
4. Individual researchers will be expected to use widely accepted and credible methods to generate research findings/recommendations.
5. The requestor SHALL NOT provide the data to other individuals or organizations.
6. YEDF encourages acknowledgement for use of data in all publications of research products using standard text as provided below:

“The data used in this work was collected and made available by the Youth Enterprise Development Fund. However the specific findings and recommendations remain solely the authors’ and do not necessarily reflect those of YEDF”

7. The requestor shall have an obligation to submit a copy of the research publication to YEDF.

¹ ISO QMS Research Procedure 2014

² YEDF/RES/04/001

³ YEDF/RES/04/002