



Research institute for biological safety problems
Local Bioethics Commission

SOP-03 Confidentiality of Information and Prevention of Conflict of Interest
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APPROVED BY
General Director
“Research Institute for Biological Safety
Problems” LLP

_____ K.D. Zhugunissov
« _____ » _____ 20____

Confidentiality of Information and Prevention of Conflict of Interest SOP-03

REVIEWED
at the meeting of the Local Bioethics Committee
Minutes No. ____
dated “ ____ ” _____ 20____



Confidentiality of Information and Prevention of Conflict of Interest

1. General Provisions

1.1. This Standard Operating Procedure establishes the requirements for ensuring the confidentiality of information and preventing conflicts of interest in the activities of the Local Bioethics Committee (hereinafter referred to as the Committee or LBC).

1.2. The requirements of this SOP apply to:

- members of the Committee;
- the Secretary of the Committee;
- independent experts engaged by the Committee;
- other persons involved in the review of research.

1.3. All persons participating in the activities of the Committee shall comply with confidentiality requirements and prevent the occurrence of conflicts of interest.

2. Confidentiality of Information

2.1. Materials submitted to the Committee for review are considered confidential.

2.2. Confidential information includes:

- research protocols;
- scientific data and research results;
- personal data of research participants;
- information on biological materials;
- information on biological agents;
- information constituting commercial or scientific confidentiality.

2.3. Members of the Committee and engaged experts shall:

- use the information received solely for the purpose of ethical review;
- not disclose information to third parties;
- ensure the proper protection and storage of the materials received.

2.4. Transfer of research materials to third parties is permitted only by decision of the Committee.

3. Confidentiality Agreement

3.1. Members of the Committee and independent experts engaged by the Committee shall sign a written confidentiality commitment.

3.2. The confidentiality commitment is signed in the following cases:



- upon appointment of a person to the Committee;
- upon engagement of an expert for ethical review.

3.3. Signed confidentiality commitments are stored in the archive of the Committee.

4. Conflict of Interest

4.1. A conflict of interest arises when personal, professional, or financial interests of an individual may influence the objectivity of the review of a research project.

4.2. A conflict of interest may occur in cases where a member of the Committee:

- is the principal investigator or co-investigator of the research project under review;
- participates in the funding of the research;
- is in a supervisory or subordinate relationship with the researcher;
- has a personal interest in the results of the research.

5. Declaration of Conflict of Interest

5.1. Members of the Committee shall promptly inform the Chair of the Committee of any actual or potential conflict of interest.

5.2. In the event of a conflict of interest, the Committee member shall:

- refrain from participating in the discussion of the relevant research project;
- refrain from voting on the respective matter.

5.3. The existence of a conflict of interest shall be recorded in the minutes of the Committee meeting.

6. Conflict of Interest of Experts

6.1. Independent experts engaged by the Committee shall disclose any conflict of interest prior to the commencement of the ethical review.

6.2. In the event of a conflict of interest, the expert shall not be involved in the review of the respective research project.

7. Responsibility for Violations

7.1. Violations of confidentiality requirements and the rules for prevention of conflicts of interest shall be reviewed by the Committee.

7.2. In the event that a violation is identified, the Committee may adopt one of the following decisions:



- issue a warning;
- remove the person from the membership of the Committee;
- terminate the involvement of the expert in the activities of the Committee.

8. Final Provisions

8.1. Compliance with the requirements of this SOP shall be supervised by the Chair of the Committee.

8.2. The Secretary of the Committee ensures the proper storage of documents related to confidentiality and conflicts of interest.

8.3. This SOP enters into force upon approval by the order of the Director of the Institute.