The confidentiality of records kept by the CU IRB is taken very seriously. Expectations regarding confidentiality are addressed during the training of new IRB members, and provisions for the confidentiality of records held by the IRB are addressed in the State of South Carolina laws regarding public records.

The CU IRB treats research proposals, protocols and all supporting materials confidentially, and has the following policies and procedures to protect the confidentiality of research information:

- CU IRB records are kept either in a protected electronic system or in locking filing cabinets and offices. Doors to areas where IRB records are held are closed and locked when the rooms are unattended.
- Ordinarily, access to all CU IRB records is limited to the Assistant Vice President for Research Compliance (AVPRC), IRB Chair, IRB members, IRB Administrator, IRB staff, authorized institutional officials, and officials of Federal and state regulatory agencies (OHRP, FDA). Research investigators are provided reasonable access to files related to their research. All other access to IRB records is limited to those who have legitimate need for them, as determined by the Institutional Official and the AVPRC.
- Records may not be removed from the Office of Research Compliance; however, the IRB staff will provide copies of records for authorized personnel if requested.
- All other access to CU IRB protocol materials is prohibited.