



SOP 107.004

Title	Use and Disclosure of Personal Information
SOP Code	107.004
Effective Date	15-May-2023

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

2.0 SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

3.0 RESPONSIBILITIES

All REB members, Research Ethics staff and Researchers are responsible for ensuring health information that will be collected, used, disclosed, retained, disposed of and protected

The REB Chair, REB members and the Research Ethics staff are responsible for maintaining the confidentiality of any PI received by Research Ethics during the research.



SOP 107.004

Each organization's privacy office is responsible for providing Researchers and research staff with guidance on privacy policies and regulations.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

- Whether consent for access to, or the collection of personal data from participants is required,
 - How consent is managed and documented,
 - If and how prospective participants will be informed of the research,
 - How prospective participants will be recruited,
- 5.2.2
- The administrative, technical and physical safeguards and practices in place to protect the personal data including de-identification strategies and managed linkages to identifiable data,
 - How accountability and transparency in the management of personal data will be ensured;
- 5.1.3
- The REB must find that there are adequate provisions to protect the privacy interests of participants before approving the research.

5.2 Receipt, Use and Disclosure of PI

- 5.2.1
- The REB Chair, REB members and the Research Ethics staff are bound by confidentiality agreements signed prior to commencement of their duties;
- 5.2.2
- The REB does not intentionally collect PI;

t238 Tj9.96 -0 0 9.96 72 424.92 Tm9

5.2.2



SOP 107.004

notification, contain, investigation and remediation, and strategies for prevention. The facts surrounding the breach, the appropriate steps taken to manage the breach and the outcome will be documented. The PI will be destroyed in a secure manner as per the University policies and procedures;

5.2.8 At the discretion of the REB Chair or designee, in consultation with the University, the provincial privacy office (or equivalent) may be notified.

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP107.001	15-Sept-2014	Original version
SOP107.002		No