**WATERLOO WELLINGTON RESEARCH ETHICS BOARD (WWREB)**

**Formerly known as Tri-Hospital Research Ethics Board (THREB)**

***Confidentiality Agreement***

THE FOLLOWING REPRESENTS THE TERMS AND CONDITIONS UNDER WHICH THE HANDLING OF CONFIDENTIAL INFORMATION FOR THE PROJECT SHALL PROCEED. THESE TERMS AND CONDITIONS HAVE BEEN DRAFTED IN COMPLIANCE WITH THE *PERSONAL HEALTH INFORMATION PROTECTION ACT* AND OTHER PRIVACY LEGISLATION.

1. All information received or exchanged will be held in strict confidence.
2. Information will not be used for any purpose other than for the project for which it was provided. The information will be shared only with those individuals listed on this form, who are working directly on the project, except for authorized oversight of the study.
3. No attempt will be made to contact any individual to whom the information relates, directly or indirectly.
4. Information will be stored in a location that is physically and/or technically secure and to which access is given only to the individual(s) listed on this form.
5. All direct identifiers will be segregated/stripped from clinical data; a unique study identifier (i.e. a randomly generated or unique identifying number) will be assigned to each patient record; the Master list linking the ID with identifiable material will be stored in a separate computer file and/or physical location; the Master list will be locked, and password protected and encrypted if information is to be put on any portable device.
6. Data sent outside of the institution will require that the parties enter into an information transfer agreement before the data transfer takes place.
7. Policies and procedures on the retention and destruction of information must be in place by the party undertaking the project.
8. It is strongly recommended that members of the research team and any individual(s) listed below read the *Personal Health Information Protection Act*.
9. Publication of confidential information regarding the institution requires adherence to the following principles:
10. The institution agrees to allow the publication of the information as it pertains to the project providing that the institution or its practices are not the main focus of the publication.
11. In cases where the publication focuses on the institution, the institution reserves the right to review and approve the use of this information prior to publication.
12. The institution will be acknowledged within any publication as providing the source information.
13. A copy of the publication will be given to the institution.
14. Information that is lost or stolen must be reported to the Chief Privacy Officer of the appropriate institution at the first reasonable opportunity.
15. A breach of institutional policy regarding access to information and protection of privacy may have serious consequences or be just cause for termination of my employment and/or affiliation with the institution.

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Signature of the Locally Responsible Investigator Date

Signatures of Research Team members:

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| Print Name | Signature | Date Signed |
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