

## Health Research BC REDCap Privacy and Security Agreement

### Purpose

Health Research BC is committed to providing timely access to information and resources key to the delivery of health research in British Columbia, while protecting confidential business and personal information as is required by legislation.

The purpose of this Agreement is to ensure those given authorization to collect, use or disclose sensitive and confidential information using Health Research BC REDCap System (hereafter referred to as REDCap) for research purposes understand and adhere to the required protocols and protective measures to safeguard any research information stored in REDCap.

### Acknowledgement

I acknowledge that in the course of accessing REDCap to support the conduct of research, I will acquire information, which is personal, sensitive and confidential, including information that may identify a person, place (e.g., health authority, health service delivery area, hospital, etc), or provider (e.g., physician, nurse, midwife). I may be permitted to access or use certain information which is confidential.

I have read, understand and agree to comply with the following:

The information that I collect, use and disclose using the REDCap database for research purposes must be authorized by the appropriate Research Ethics Board (REB).

I am subject to obligations of privacy under legislation relevant to my work, e.g. British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA – for public bodies), British Columbia's Personal Information Protection Act (PIPA – for the private sector).

I will only collect confidential, sensitive, or personal information, which relate directly to the specific requirements of the approved research protocols that I am involved in and will use and disclose such information only for and to the extent required by the research purposes I am authorized to perform.

Direct patient identifiers such as full name, address, SIN, CareCard, patient number, etc. are not to be stored in REDCap unless explicitly approved by the REB. Subject ID codes should be used to ensure privacy and confidentiality.

If I intend to add additional data elements to the dataset in REDCap that were not initially approved by the REB, I must seek their approval(s) prior to the addition of the data elements.

I have full accountability over the data collected in REDCap, and Health Research BC acts only as the provider of data management services. Therefore, I am solely responsible for the information collected and have authority over who can access it.

I am responsible to request a permanent removal of my research data from REDCap when appropriate, and to store a copy in a secure location (e.g., file server).

The Health Research BC REDCap team is responsible for data accessibility, integrity and protection for the duration of the study, to the extent provided by the software installation and protection measures implemented to protect the physical and logical access to the servers.

The Health Research BC REDCap team also assures that good data management practices are followed while providing its services to contribute to the security and integrity of the data stored in REDCap.

The Health Research BC REDCap team may conduct periodic audits, including monitoring my collection of, access to and use of the REDCap information. I will cooperate with any such audit process by providing relevant information or documents.

I will never share my username or password to REDCap and will never permit someone else to access REDCap using my user account.

I will be accountable for any access to information performed using my username and password.

REDCap user accounts may not be re-used or re-assigned to other individuals.

I am not permitted to view REDCap in public places or other areas where unauthorized individuals may be able to view data in REDCap.

I will not knowingly open or send confidential or personal information collected in REDCap via email unless it is encrypted with encryption software and/or in accordance to my institution's policies.

If a request is made under FIPPA or PIPA for access to information in REDCap, I will advise the Health Research BC REDCap team immediately and will collaborate and assist them in responding to any such request.

I may not provide access to or send information stored in REDCap outside of Canada unless authorized by the REB and in accordance with relevant privacy legislation.

Health Research BC may terminate access to REDCap at any time with immediate effect by giving written notice if any material terms of this Agreement are breached.

I will indemnify Health Research BC for any losses, expenses, costs (including legal costs) and damages resulting directly or indirectly from use or misuse of REDCap, breach of this Agreement, or from any negligence or wilful misconduct of the researcher or his team.

**I acknowledge that I have read and understood the terms set out above. I further acknowledge that this Agreement is binding upon me, and that any breach of this Agreement may give rise to legal action against me by Health Research BC.**