



SOP 107.003

Title	Use and Disclosure of Personal Information
SOP Code	107.003
Effective Date	08-Oct-2019

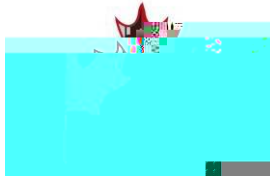
Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy
Albert F Clark		06JAN2022
Jennifer Couture		06JAN2022

1.0 PURPOSE

This standard operating procedure (SOP) describes the duties of the Research Ethics Board (REB) and the REB office in the protection of the Personal Information (PI) of research participants.

2.0 SCOPE



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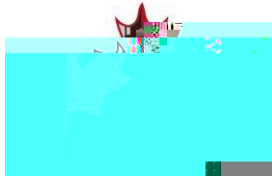
Each organization's privacy office is responsible for providing Researchers and research staff with guidance on privacy policies and regulations.

4.0 DEFINITIONS

See Glossary of Terms.

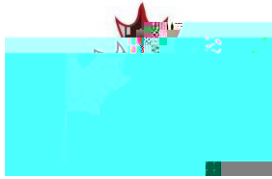
5.0 PROCEDURE

Privacy is a fundamental value that is essential for the protection and promotion of human dignity. Breaches in privacy and confidentiality may cause harm to individuals or groups of individuals. Hence, PI must be collected, used and disclosed in a manner that



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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 research participants will be informed of the research,
How prospective research



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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 organizational policies and procedures;

5.2.8 At the discretion of the REB Chair or designee, in consultation with the organization, 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	08-Mar-2016	No revisions needed
SOP107.003	08-Oct-2019	No revisions needed