INSTITUT DE RECHERCHE
Bruyère
RESEARCH INSTITUTE

Privacy and Confidentiality for All Research Personnel

Introduction

Researchers are responsible for maintaining the confidentiality and protecting the privacy and security of personal health information for study participants in compliance with applicable institutional policy, legislation, and regulatory requirements.

Please tick the boxes below indicating you have reviewed the policies and completed the training materials listed. Upon completion, sign and date this form as a record of training, and provide a copy to your Manager of Research Operations.

For questions concerning sections A and B, please contact the Bruyère Continuing Care Privacy and Access to Information Officer. Contact information is available under InfoNet/ Home/ Departments/ Privacy & Access to Information/ Contact Us. For all other questions, please contact your Manager of Research Operations.

A. Legislation

Researchers are responsible for complying with applicable sections of the *Personal Health Information Protection Act* (PHIPA), and *the Freedom of Information and Protection of Privacy Act* (FIPPA).

☐	PHIPA	Section 44 https://www.ontario.ca/laws/statute/04p03
☐	FIPPA*	Section 65 (8.1)(c),(9),(10), and 49(c.1)(i) http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm

* All requests under FIPPA should be forwarded immediately upon receipt to the Privacy and Access to Information Officer.

B. Policies

The following policies describe researcher responsibilities with reference to privacy and confidentiality at the Bruyère Research Institute and Bruyère Continuing Care. The Policy and Procedure Manuals are available under “Policies” on the InfoNet. Search policies here: https://infonet.bruyere.org/bins/Policies_default.aspx.

☐	PHIL 04	Privacy and Confidentiality
☐	PHIL 02	Privacy Breach
☐	ADMIN 05	Information Security
☐	ADMIN 07	Destruction of Confidential Information
☐	ADMIN 09	Computers: Access to Computer Systems and Data
☐	ADMIN 29	E-Mail
☐	ADMIN 38	Cell Phones and Other Portable Electronic Communication Devices
☐	CONSENT 02	Consent for Photograph and other Audio Visual Material

☐	COMM 05	Social Media
☐	DOC 03	Disclosure (Release) of Personal Health Information
☐	DOC 12	Access to the Health Record for Quality Review, Case Reporting, Decision Support, and Research

C. Other Training Materials and Requirements

Other training and requirements for conducting studies are listed below.

☐	For all studies/trials: Sign the form entitled *Pledge of Confidentiality Regarding the Protection of Research Data* for each project in which you are involved before you access patient information for research purposes*****. The form is available on the Research Ethics Board website, under Ethics Application Forms > Confidentiality Pledge: https://www.bruyere.org/en/REB-Application-Process **For more information, refer to the Research Ethics Board Administrative Policies & Procedures Manual*
☐	For all studies/trials: Complete a course on the 2nd edition of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2). This online course is available through the Government of Canada at http://tcps2core.ca/welcome
☐	For Clinical Trials/Interventional trials employees, students, and volunteers only: Complete a course on the International Conference on Harmonisation Good Clinical Practice (ICH GCP). Though not directly related to Privacy and Confidentiality, researchers conducting interventional trials must also receive training in Health Canada's Division 5 Regulations.

STATEMENT OF RESEARCHER:

I hereby confirm that:

- **I have read and understood the information provided in the resources listed above**
- **All of my questions have been answered to my satisfaction**
- **I am personally responsible for using this information in practice**

Name (print):	Signature:	Date (DD/MM/YYYY):
_____	_____	_____

PLEASE KEEP THE ORIGINAL COPY OF THIS LIST FOR YOUR FILES.