

THE PERSONAL HEALTH INFORMATION ACT OF MANITOBA

AGREEMENT FOR ACCESS TO
PERSONAL HEALTH INFORMATION
FOR RESEARCH PURPOSES
BETWEEN:

CancerCare Manitoba
(hereinafter referred to as the "CCMB")

-and-

(hereinafter referred to as the "Principal Investigator")

This agreement is used to access personal information for research purposes. Once the Principal Investigator has signed this form and the terms and conditions of access have been approved by CCMB, it becomes a legal agreement between the Principal Investigator and CCMB. The Research Resource Impact Committee application form must be appended to this agreement and forms part of the legal agreement.

The collection of the information referenced on this form is authorized by The Personal Health Information Act and will be used only to administer the research project. The CCMB Privacy Officer or designate can answer any questions concerning this agreement or the collection of the information on this form.

1. Identification of Principal Investigator

Name: _____

Position: _____

Institutional Affiliation and/or Department: _____

Academic Advisor (if PI is a trainee): _____

Address: _____ **E-mail:** _____

Telephone: _____ **Fax:** _____

2. Title of Research Proposal:

3. NAMES OF ALL INDIVIDUALS and AGENCIES, including the PRINCIPAL INVESTIGATOR, who will have access to the study information now or in the future. Include the names of all individuals on the REB submission form. Add as many lines as necessary.

Names and Affiliations

4. Specify potentially identifying information (e.g. name, address, date of birth, initials, CR/PHIN/MHSC numbers, etc) which will be collected and the rationale for collecting it. Add as many lines as necessary.

Identifying Information

Rationale

5. How will this identifying study information be linked to a study participant?

6. Study data will be kept to a maximum of _____ years after which time the data will be permanently erased, shredded in confidential waste, or destroyed by physical means.

7. Have all individuals who have access to study information:

Completed PHIA Orientation by reviewing the PHIA Research presentation?

Yes No

Signed the PHIA Pledge for Research and the PHIA Checklist?

Yes No

If no, contact the Privacy Officer Designate for CCMB at 204-787-2266 or visit <https://www.cancercare.mb.ca/Research/research-impact-commitee/guidelines>

The Principal Investigator has requested access to the records that contain personal information and are in the custody or under the control of CCMB. The Principal Investigator, on behalf of all members of the research team, agrees to the following terms and conditions. **FAILURE TO COMPLY WITH THE FOLLOWING TERMS AND CONDITIONS WILL RESULT IN IMMEDIATE TERMINATION OF ACCESS TO RESEARCH MATERIAL. THE PRESIDENT AND CEO OF CANCERCARE MANITOBA, THE PRINCIPAL INVESTIGATOR'S DEPARTMENT HEAD, THE DEPARTMENT OF MEDICOLEGAL AFFAIRS, AND CHIEF OPERATING OFFICER WILL BE NOTIFIED IMMEDIATELY OF ANY BREACH OF PERSONAL HEALTH INFORMATION:**

- The information requested will be used solely for the purposes of the above-named approved research project.
- Personal health information will not be published in a form that could reasonably identify the individuals concerned.
- Patient identifiers which directly link participants to their data will be removed from all databases and will be stored securely and separately from the research database.
- Only the Principal Investigator and team members listed on this form will have access to the collected information only for the above-named approved research project.
- Data will not be shared with other individuals not identified in section 3 of this document without first submitting a RRIC Study Amendment Form and a revised CCMB PHIA form adding the names of new individuals to the study.
- Electronic data will be collected and stored on the secured server at CancerCare Manitoba, accessible only by a password protected computer in a locked office.
- Data collected from paper charts will be directly transcribed to a password-protected electronic template or database which is saved on CancerCare Manitoba's secured server, accessible only by a password protected computer in a locked office.
- Data will not be transcribed to paper templates, data capture sheet or notebooks.
- Data will not be transferred to personal computers, unencrypted USB, CD, DVD or other external memory storage devices.
- Data will not be shared with other organizations without an approved Data Sharing Agreement.

If a Principal Investigator requires an exemption to any of these terms, please explain why and the safeguards which will be employed to protect personal health information:

CancerCare Manitoba agrees to grant access to the records on the terms and conditions stated above.

Name of Principal Investigator (PRINT)

Signature of Principal Investigator

Date

**Signature of Privacy Officer
(or Designate)**

Date