

Research Ethics Office, Research Ethics Boards Standard Operating Procedures
University of Saskatchewan

Section 100:	GENERAL ADMINISTRATION		
Standard Operating Procedure (SOP):	108 USES AND DISCLOSURES OF PERSONAL INFORMATION (PI)		
This SOP pertains to:	All Research Ethics Office Staff, REB Chairs and REB Members		
Responsibility for executing this SOP:	Director, Research Ethics, the Chairs of the U of S Research Ethics Boards, REO Staff		
Approval Authority	The Vice-President Research		
Effective Date:	July 1, 2012	Superseded documents dated:	

<p>1. PURPOSE This SOP describes the safeguards to protect the privacy of Personal Information, defined by the Saskatchewan Freedom of Information and Protection of Privacy Act as “recorded information about an identifiable individual other than contact information”, disclosed to the REB by faculty, staff and students of the University of Saskatchewan</p>	<p>Saskatchewan Freedom of Information and Protection of Privacy Act</p>
<p>2. POLICY It is the policy of the Research Ethics Office (REO) that personal information will be used and disclosed in a manner that respects individual’s rights to privacy, and in accordance with federal and provincial privacy regulations and applicable laws.</p>	<p>Saskatchewan Freedom of Information and Protection of Privacy Act (FIPPA); Saskatchewan Health Information Protection Act (HIPA).</p>
<p>3. SPECIFIC POLICIES</p> <p>3.1 Use and disclosure by REO office staff REO office staff, REB Chairs and REB members are permitted to receive personal information from a U of S entity and use or disclose such personal information for purposes necessary for the review, approval, ongoing monitoring and auditing of REB protocols.</p> <p>If REO staff , REB Chairs and REB members need to use or disclose personal information for purposes other than REB review as described above, they must consult with the U of S Privacy Officer or the Privacy Officer of the applicable Regional Health Authority, prior to such use or disclosure.</p>	
<p>3.2 Safeguarding Personal Information from Prohibited Access REO staff, REB Chairs and REB members must adopt reasonable safeguards to ensure that Personal Information is protected from unauthorized access. REO staff who receive Personal Information for REB review activity shall not share such Personal Information with any person, including any other member of the workforce of the REO itself or REB members, that does not require such Personal Information for such activity.</p>	

<p>3.3 Minimum necessary</p> <p>REO staff should receive from the U of S or the affiliated Provincial Health Authority only the amount of Personal Information reasonable necessary for the REO staff to provide services on behalf of the University. If REO staff are receiving more Personal Information than is reasonable necessary, the REB, through the REB Chair, or designate, shall promptly notify the U of S Privacy Officer or the Privacy Officer of the applicable Provincial Health Authority.</p>	
<p>3.4 Training</p> <p>Training in the policies and procedures set forth in this document will be provided for the existing REO office staff, to the extent applicable to such workforce members.</p> <p>New members of the REO office staff will receive such training, to the extent applicable to such workforce members, within a reasonable period of time of joining the REO office.</p>	