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| Privacy Policy Disclosure for Research |
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Policy Purpose:

The purpose of this policy is to provide direction to employees or contracted physicians of the Department of Health and Social Services and the Regional Health and Social Services Authorities regarding the disclosure of personal information for research purposes.

The Scientists Act establishes specific processes that all researchers requesting personal information from a Northwest Territories healthcare body must follow.

Application:

This policy covers information that is documented in hard copy or in any other media format, including electronic media, audio or videotape and any other new and emerging technologies that may be used in the delivery of medical care services. This policy applies to employees and contracted physicians of the Department of Health and Social Services and the Regional Health and Social Services Authorities.

Policy Statement:

When researchers request access to medical records, including personal information, Regional Health and Social Services Authorities and the Department follow the guidelines described in this policy.

Policy Requirements:

The Researcher must submit a research proposal to the Regional Health and Social Services Authority or the Department. The proposal must address the following points:

- The research purpose cannot be accomplished unless the information is provided in an identifiable form;
- Any record linkage resulting from the disclosure will not harm the individuals the information is about;
- The benefits derived from the research are clearly in the public interest;

The Regional Health and Social Services Authorities may have an Ethics Committee review the ethical nature of the proposed research and determine whether individual consent should be required or not. The Researcher may also have to apply to the Aurora Research Institute for a research license.

Once the Regional Health and Social Services Authority or the Department has approved and signed the proposal then the researcher must then sign a research agreement with the Regional Health and Social Services Authority or the Department.

Quick Reference:

All of the following steps must be completed prior to disclosing personal information to a researcher.

| Role | Responsibility |
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| Researcher | Regional Health and Social Services review and approval or Departmental review and approval of proposal |
| Researcher | May need an Ethics Committees review and approval of proposal |
| Researcher | May need to obtain a Research License from the Aurora Research Institute |
| Regional Health and Social Services Authority or the Department | Determine that the research cannot be conducted using non identifiable information |
| Regional Health and Social Services Authority or the Department | Determine record linkage will not harm the individuals the personal information is about |
| Regional Health and Social Services Authority or the Department | The benefits derived from the research are clearly in the public interest |
| Regional Health and Social Services Authority or the Department | The researcher has completed, understood and signed an information disclosure agreement |

Approval and Effective Date:



Chad Fehr, CEO

Jan - 22, 2009

Date