

All authorized personnel who will have access to the data must sign a Confidentiality Undertaking form (“Undertaking”) prior to the release of data.

You have been identified as a member of a project team (“The Project Team”) on a Data Analytics Reporting and Evaluation (“DARE”) Data Access Request (“DAR”) application and have requested access to personal information in the custodianship of the DARE in order to complete this project (“The Project”). The collection, use and disclosure of personal information under the custodianship of DARE are governed by the BC Freedom of Information and Protection of Privacy Act (FIPPA). No access will be granted to information that has not been approved for use in this Project by the DARE Data Steward and Research Ethics Review Board (if applicable). Access to confidential or personal information is permitted only on a ‘need to know’ basis and limited to the minimum amount of confidential or personal information necessary to accomplish The Project (“Project Information”).

As a condition of access to the Project Information, I acknowledge and agree to the following:

- I will only disclose The Project Information to individuals who are identified as members of The Project Team in the DARE DAR application and who have also signed an Undertaking in the same form as this Undertaking.
- I will not disclose The Project Information in personally identifiable form to anyone who is not a member of The Project Team, including in any publication or report containing the results or findings of The Project.
- I will not use The Project Information for the purpose of contacting the individuals to whom the information pertains, except as approved by the Research Ethics Board and as authorized within the approved DAR.
- Prior to accessing Project Information I will review the Provincial Health Services Authority (PHSA) Privacy and Confidentiality Policy and agree to adhere to the applicable sections of this policy related to the collection, use and disclosure of personal information in connection with The Project.
- I will at all times comply with FIPPA and will take reasonable security precautions to protect The Project information against unauthorized access, collection, use, disclosure or disposal. I will not remove the data from the location identified in the approved DAR. I understand that any use of portable storage devices such as USB’s, CD’s, laptops and facilities such as Dropbox with DARE data are forbidden.
- When accessing The Project Information for purposes of The Project, I will comply with any policy, terms of use, Undertaking or other agreement governing my access to The Project Information.
- Where Project Information has been provided to me in de-identified form, I will not link The Project Information with other information in a manner that allows for the re-identification of individuals, except as required for The Project and approved by the Research Ethics Board and DARE.
- I will immediately report to applicable PHSA Information Access and Privacy Office any loss or potential or actual unauthorized disclosure of The Project Information.
- I understand that compliance with this Undertaking is a condition of my access to The Project Information and that failure to comply may lead to immediate termination to access or possession of such information in addition to legal action by PHSA.



Confidentiality Undertaking Form

Data Analytics Reporting and Evaluation (DARE)