# Research Data Agreement

**Study Title:**

<table>
<thead>
<tr>
<th>Form 2014-03-20</th>
<th>For Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE Received: ________________</td>
<td></td>
</tr>
<tr>
<td>St. Mary's General Hospital RC # ________________</td>
<td></td>
</tr>
<tr>
<td>THREB #______________________________</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of the Research Data Agreement (RDA):**

St. Mary’s General Hospital’s RDA serves as an Agreement between St. Mary’s General Hospital and the Parties. By signing this Agreement, you agree to all the terms and conditions in the Agreement, including but not limited to the following:

a) Ensuring all requirements are in compliance with the St. Mary’s General Hospital Privacy, Confidentiality and Security Policy

b) Ensuring that compliance with the terms and conditions in the Tri-Hospital Research Ethics Board (THREB) application, and any amendments made thereafter, will be in compliance with the terms and conditions as set forth in this RDA.

**Completion Instructions:**

- Complete 1 electronic copy of the RDA, using Track Changes.
- Complete all Yellow highlighted areas of the RDA.

Send the completed RDAs to: XXXXXXXX It must be received by the second Tuesday of the month prior to the Research Committee meeting date when the study proposal will be reviewed. The St. Mary’s General Hospital Research Committee usually meets the XXXXXXXX.

<table>
<thead>
<tr>
<th>Principal Investigator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Info:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Onsite Investigator: (if different than Principal Investigator):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Info:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Affiliation (if applicable):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Research Sponsor/Funding Agency/Industry Partner (if applicable):</th>
</tr>
</thead>
</table>

**Research Study Type: (Select one)**

- Retrospective Record Review (St. Mary’s General Hospital)
- Clinical Trial (Note: no RDA required if there is a contract)
- Clinical Non-Interventional (Observational)
- Non-clinical study (No PHI, may include PI)
- Quality Initiative
Research Data Agreement

The following constitutes a Research Data Agreement (the “Agreement”) between

St. Mary’s General Hospital
911 Queen’s Blvd.
Kitchener, Ontario
N2M 1B2

(hereinafter referred to as “St. Mary’s General Hospital”)

- and –

(herinafter referred to as “Institution”)

Acknowledged by Principal Investigator and Local On-Site Investigator

St. Mary’s General Hospital, the Institution and the Local On-Site Investigator are hereinafter referred to individually as a “Party” and collectively referred to as the “Parties”.

The Agreement is made effective as of the date of signature of the last party to sign below.

Study Overview (no more than 100 words):

This Agreement shall be governed in accordance with the laws of the Province of Ontario, Canada and with the laws of Canada applicable therein without reference to the conflicts of laws rules of either jurisdiction Agreement

Articles 3, 7, 8, 12 & 13 shall survive any termination of this Agreement, as well as any other terms, which by their intent or meaning are intended to survive Agreement termination.
1. Definitions

1.1 In this Agreement:

(a) “Study” means this study as identified on Page 1.

(b) “Study data” means the information and measurements outlined in the Study Protocol.

(c) “Source Data” means all Personal Health Information, Personal Information, focus group information and organizational practice data obtained from and/or released by St. Mary’s General Hospital.

(d) “Study Participant” means a person who has agreed to participate in the Study in accordance with the Study Protocol.

(e) “Study Protocol” means the submission from the researcher which outlines all steps in the research including hypothesis, objective, purpose, procedures and methods.

(f) “Study Team” means the Study team members set forth in this Agreement, including the “Principal Investigator” “Local On-site Investigator” and others who carry out the study in accordance with the study protocol, including, but not limited to, employees, fellows, students and research associates.

(g) “Study Intellectual Properties” means inventions that arise as a result of performing the Study.

(h) “Principal Investigator” means the person responsible for the conduct of the research at St. Mary’s General Hospital.

(i) “Local On-site Investigator” means a St. Mary’s General Hospital staff member or a St. Mary’s General Hospital credentialed clinician or employee who accepts overall clinical and supervisory responsibility of the research study during the conduct of the study at St. Mary’s General Hospital.

(j) “Sponsor” means an entity providing funds for the study.

(k) “Manuscript” means any drafted document derived from the study for use in publication or presentation.

(l) “Personal Health Information” (PHI) means information in any form, electronic, written, verbal, etc., about an identifiable person. This includes information that is specifically health related, such as a person’s medical condition, as well as information, which is not always considered directly related to a person’s health, such as his or her name, address, telephone number.

(m) “Personal Information” (PI) is recorded information about an identifiable individual, and may include:

- the individual’s name,
- the individual’s home address, or home telephone, facsimile or email,
- information about the individual’s age, sex, sexual orientation, marital or family status,

2. Scope of the Collaboration

2.1 The Study Team agrees to conduct a study as described in the protocol, attached as Appendix A, attached hereto.

2.2 The Parties agree that the Study will not begin prior to St. Mary’s General Hospital’s and the Tri-Hospital Research Ethics Board’s (“THREB”) review and approval of the proposed research.
2.3 The Parties agree that compliance with the terms and conditions in the Tri-Hospital Research Ethics Board (THREB) application, and any amendments made thereafter, will be in compliance with the terms and conditions as set forth in this RDA.

2.4 The Study Team agrees to carry out the Study in accordance with the terms and conditions of this Agreement in a safe and careful manner, and in accordance with all applicable federal, provincial and municipal laws, including the Personal Health and Information Protection Act (2004), Freedom of Information and Protection of Privacy Act(1990), regulations and by-laws, the ICH Harmonized Tripartite Guideline for Good Clinical Practice ("ICH/GCP"), the Tri-Council Guidelines generally accepted standards for research practices, and the customary principles of ethical research.

2.5 St. Mary’s General Hospital shall provide or grant access to the Source data in accordance with the Study Protocol and this Agreement.

2.6 The Principal Investigator shall document all study team members, and their associated roles, who will have access to PI and PHI. In the event that there is a change of Study Team members, the Principal Investigator will complete an amendment to Appendix E and it will be submitted to St. Mary’s General Hospital within 30 calendar days. The Principal Investigator shall ensure that each Study Team member reviews and abides by the terms and conditions of this Agreement.

2.7 The Principal Investigator will ensure to screen, select and/or train qualified researchers and any other personnel that are used to conduct the Study.

2.8 The Principal Investigator shall monitor the study, collect and analyse the Study data. The Principal Investigator will securely store the Study data for a minimum of 5 years (or 25 years for a Clinical Trial) after Study data collection and analyses and then dispose of the Study data by shredding or deleting it from storage in a secure manner.

2.9 The Principal Investigator shall protect and use reasonable efforts to ensure that the Study Team protects the PHI and PI of Study Participant(s) in accordance with the Ontario PHI Protection Act (PHIPA), and with any other applicable privacy legislation.

3. **Publication and Disclosure of Results**

3.1 The Principal Investigator agrees that it is his/her objective, function and policy to disseminate information and make it available for academic and research purposes only.

3.2 All information, Source data and materials produced in the Study or exchanged between the Study Team shall be treated as confidential and proprietary information. The Source data shall be held in strict confidence by the Study Team and used exclusively for the Study.

3.3 All Study findings will be presented as aggregated data, where possible. If individual data is required to be included in publications and/or presentations, the identifiers linking a Study Participant to his/her PI shall be removed. No information will be released that illustrate any personally identifiable information.

3.4 Any potential sources of error in the dataset shall be noted when presenting Study findings in the final formats.

3.5 Where a publication or presentation includes data that is directly provided by St. Mary’s General Hospital, the Principal Investigator shall credit St. Mary’s General Hospital in such publication as appropriate.

3.6 At least 60 days prior to the release of any publication or presentation of Study results that contain confidential information about St. Mary’s General Hospital, the Principal Investigator shall provide St. Mary’s General Hospital with a draft copy of any proposed publication or presentation for review.
St. Mary’s General Hospital shall respond within 30 days of receipt of the draft copy. If requested, the Principal Investigator shall remove any confidential information of St. Mary’s General Hospital from the proposed publication or presentation.

4. **Study Funding**

The Sponsor shall provide funding for the Study and as such there are no required payments from St. Mary’s General Hospital. St. Mary’s General Hospital’s study compensation is based on the St. Mary’s General Hospital Health Records Research Fee Schedule outlined in Appendix B of this Agreement.

5. **Compliance with Laws and Regulations**

5.1 This Agreement shall be governed by, and shall be interpreted, construed and enforced, in accordance with the laws of the Province of Ontario and the laws of the country of Canada applicable thereto. Any legal action, claim or other legal proceeding commenced by one Party hereto against another Party, arising out of this Agreement, shall be commenced in the courts of the Province of Ontario, Canada; and the Parties shall attorn to such jurisdiction.

5.2 The Study Team agree to conduct the Study in accordance with applicable laws and regulations of the Province of Ontario, Canada, including but not limited to those laws and regulations which deal with the privacy of PHI and PI, freedom of information as well as in accordance with St. Mary’s General Hospital’s Privacy, Confidentiality and Security Policy.

5.3 The Study Team will respect the Study Participants’ privacy in accordance with the Ontario Personal Health Information Protection Act (PHIPA), and with any other applicable privacy legislation throughout the conduct of the Study. All Source data will be anonymously mapped and analysed through data aggregation techniques.

5.4 Except as otherwise required by law or regulation, no party shall release or distribute confidential information or any materials or information containing the name of or any other identifiable Study Participant information without prior written approval from St. Mary’s General Hospital, and such approval shall not be unreasonably withheld.

5.5 In the event that information is required to be disclosed pursuant to law or regulation, the party required to make disclosure shall notify the other to allow that party to assert whatever exclusions or exemptions may be available to it under such law or regulation.

5.6 The obligations of confidentiality set forth in this Agreement shall survive the termination of this Agreement from the date that the recipient receives the St. Mary’s General Hospital confidential information. However confidential information does not include information that is:

(a) already known to the party to which it is disclosed and that party can show by written records that it is already known;

(b) becomes part of the public domain without breach of this Agreement;

(c) obtained from a third party having a right to disclose it;

(d) developed independently by employees, appointees or trainees of the receiving Party without reliance on the confidential information of the disclosing Party as shown by the receiving Party’s records;

5.7 All Study Team members will ensure completion of the following prior to initiation of the study, and annually thereafter:

1. St. Mary’s General Hospital on-line privacy training course entitled ELIME.
2. TCOS2 is a requirement for all Principal and Local Investigators.

3. All Study Team members will sign St. Mary’s General Hospital’s Confidentiality Agreement

6. **Collection, Use, Security and Disclosure of Study Data**

   **A. Collection**

   6.1. The Study Team shall identify the specific elements of PHI and PI that will be extracted or collected for the purposes of the Study. The Principal Investigator shall provide a Data Collection Sheet (Appendix C of this Agreement).

   6.2. If data elements change, an amendment to this Agreement must be made at least 7 business days prior to extraction. The Principal Investigator shall provide an amended Data Collection Sheet for each change.

   **B. Use**

   6.3. The Study Team agrees to use the Study data and Source data solely for the purposes and in accordance with the terms and conditions as outlined in the Agreement.

   **C. Security of Study Data**

   6.4. The Study Team shall provide a description of the data flow, security practice and electronic devices utilized during the Study. The Principal Investigator shall provide a description as Appendix D of this Agreement.

   6.5. The Study Team shall use safeguards, including but not limited to the following, when handling PHI and PI contained in the Study:

   (a) The Study Team shall maintain appropriate physical, administrative, technical and organizational security measures so as to protect PHI and PI against any theft, loss and unauthorized use or disclosure, and shall ensure that the records containing PHI and PI are protected against unauthorized copying, modification or disposal.

   (b) The Study Team will notify St. Mary’s General Hospital of any breach of the terms and conditions set out above and will advise St. Mary’s General Hospital of the steps taken to correct any breach and to prevent any recurrence.

   6.6. The Principal Investigator shall require all members of the study team including their officers, employees, fellows, consultants, and advisors to:

   (a) maintain all Study data and Source data in confidence, except as permitted by this Agreement;

   (b) use the Study data and Source data solely for the purposes of the Study;

   (c) reproduce the Source data only to the extent necessary for the purposes of the Study or this Agreement, with all such reproductions being considered confidential;

   (d) not transfer the Source data disclosed under this Agreement to any third party without prior written consent from St. Mary’s General Hospital and without obligating such third Study Team to comply with the terms and conditions hereof, and
(e) maintain a secure backup of all Study data and Source data, whether stored within databases or in other media formats, for the duration of the Study, utilizing the necessary security for the backup process.

D. Disclosure of Study Data

6.7. Notwithstanding the foregoing, Study data may be disclosed by the Principal Investigator within the Study Team without written consent of St. Mary’s General Hospital for purposes of the Study. It is further understood and agreed, that a party may disclose or permit the disclosure of any Study data to its officers, employees, fellows, consultants, and advisors who need to know such Study data for the purposes of the success of the Study, and who are obligated to maintain the confidential nature of such Study data.

6.8. In the event that the Study Team should come into contact with any information that could reasonably be used to identify any St. Mary’s General Hospital patient or staff, the Study Team shall not collect, use or disclose such information, except in accordance with the other provisions of this Agreement and as may be required by applicable law.

6.9. The Study data period of retention and method of destruction shall be outlined in Appendix D.

7. Ownership of Study Data and Study Findings

7.1 St. Mary’s General Hospital shall retain ownership of all Source data provided directly to the Principal Investigator under this Agreement.

7.2 Principal Investigator shall own all Study data and discoveries derived from the performance of the Study Team for the Study Protocol.

7.3 All Study findings/analysis shall be owned in accordance with the Institution’s policies.

8. Ownership of Intellectual Property

8.1 It is recognized that existing inventions, discoveries and technologies of the Parties shall remain as their proprietary property and are not affected by this Agreement.

8.2 Intellectual property rights to any discoveries or inventions made in the course of the Study (“Study Intellectual Property”) will be owned by the Party that employs the inventor in accordance with such Party’s policies and procedures. When an invention has been jointly created by inventors employed by the Institution and St. Mary’s General Hospital, the invention will be jointly owned by them, according to each Party’s policy. The Parties shall first enter good faith negotiations to determine which Party(s) will be responsible for registering the Study Intellectual Property as a patent, and commercializing it. The Parties shall also enter an Agreement that establishes the rights that they have in relation to the Study Intellectual Property.

8.3 The Parties agree to promptly disclose to each other all Study Intellectual Property. The Party that is the owner of the Study Intellectual Property has the right to seek protection of the intellectual property rights of the Study Intellectual Property and to market and license the Study Intellectual Property.

8.4 Each Party retains a non-exclusive right to use Study Intellectual Property for their own internal, non-commercial research and teaching purposes.

9. Audit

9.1 In the event Source data has inadvertently been released, the Study Team must notify St. Mary’s General Hospital within three business days or sooner.
9.2 St. Mary’s General Hospital reserves the right to request that the Institution conduct an audit of its policies and procedures regarding security of data to determine how the failure occurred and to provide the results of such an audit to St. Mary’s General Hospital. The audit will be used by the Institution and the Study Team to ensure events of this nature do not occur again.

9.3 SMGH reserves the right to audit adherence to the terms and conditions set forth in this agreement.

10. Relationship of Study Team

Nothing in this Agreement shall constitute any party as the employer, principal or partner of or joint venture with another party.

11. Counterparts and Facsimile

This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same document. Delivery of an executed signature page to this Agreement by any party by electronic transmission will be as effective as delivery of a manually executed copy of this Agreement by such party.

12. Insurance

12.1 During the term of this Agreement, St. Mary’s General Hospital, the Institution, and the Local On-Site Investigator, shall obtain and maintain a policy or program of self-insurance at levels sufficient to support their obligations assumed herein and in amounts appropriate to the conduct of their respective businesses, which at a minimum, shall include comprehensive general liability insurance in the amount of $10,000,000.00 (ten million dollars) per occurrence.

12.2 Each Party will provide proof of insurance upon request and thirty (30) days written notice when there is any restriction in coverage, limits material, cancellation, or non-renewal to the matters in this Agreement.

13. Indemnity

13.1 St. Mary’s General Hospital and Local On-Site Investigator agree to defend, indemnify and save the Institution harmless from all loss, cost, expense, judgment or damage on account of injury to persons including death or damage to property, in any way caused by the negligence of St. Mary’s General Hospital and Local On-Site Investigator, its directors, officers, servants, agents, or employees related to or arising out of programs or other matters to which this Agreement pertains, together with all legal expenses and costs incurred by the Institution in defending any legal action pertaining to the above.

13.2 The Institution agrees to defend, indemnify and save the St. Mary’s General Hospital and Local On-Site Investigator harmless from all loss, cost, expense, judgment or damage on account of injury to persons including death or damage to property, in any way caused by the negligence of the Institution, its directors, officers, servants, agents, or employees related to or arising out of programs or other matters to which this Agreement pertains, together with all legal expenses and costs incurred by St. Mary’s General Hospital and Local On-Site Investigator in defending any legal action pertaining to the above.
14. **Notices**

Any notice, payment or report that is required under this Agreement will be given to:

For SMGH Local On-Site Investigator:  
For the Institution

**Enter name and contact details here**

______________________________  
______________________________

______________________________  
______________________________

15. **Dispute Resolution**

The Parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiation between officials or representatives who have authority to settle the controversy and who are at a higher level of management or responsibility than the persons with direct responsibility for administration of this contract. Any Party may give the other Party written notice of any dispute not resolved in the normal course of business. Within fifteen days (15) after delivery of the notice, the receiving Party shall submit to the other Party a written response. The notice and the response shall include:

a) statement of each Party’s position and a summary of arguments supporting that position;

b) the name of the title of the official or representative who will represent that Party and any other Party that will accompany the official representative.

Within twenty (20) days after delivery of the disputing Party’s notice, the Parties shall meet at a mutually acceptable time and place and thereafter as often as they reasonably deem necessary to attempt to resolve the dispute. All reasonable requests for information made by one Party to the other Party will be honoured.

16. **Term and Termination**

16.1 This Agreement shall come into effect upon signing of the Agreement and unless terminated earlier in accordance with the terms hereof, shall expire following the execution of all obligations in the Study Agreement.

16.2 This Agreement may be terminated by any Party upon any material breach of the Agreement by another Party provided that the Party alleged to be in breach receives written notice specifying the nature of the breach and has failed to cure such breach within sixty (60) days of receipt of the written notice.

16.3 Upon completion or early termination of the Study, the Local Site Investigator shall prepare and submit a written letter to the Principal Investigator and the Sponsor to notify them that the Study has been completed or terminated, and that this Agreement has been terminated as a result of same.

16.4 No termination of this Agreement shall release any Party from any obligation or liability which have been incurred or accrued to another Party prior to termination, nor rescind any payment or other consideration made or given to any Party, nor affect in any way the survival of any right, duty or obligation which is expressly stated elsewhere in this Agreement to survive termination.

16.5 Following termination of this Agreement, all Study data shall be kept securely on file by the Principal Investigator for a minimum of five years. Subsequent to such 5-year period, all Study Participant
identifiers shall be removed from the Study data and the Study data will be retained indefinitely by the Principal Investigator.

16.6 The rights and obligations of Articles 3-9, and 12-13 shall survive termination for any reason.

17. Miscellaneous

17.1 This Agreement represents the entire Agreement among the Parties with respect to the Study and replaces all previous understandings, discussions and Agreements between the Parties.

17.2 This Agreement shall ensure to the benefit of and is binding upon the Parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
SIGNATURE PAGE

IN WITNESS WHEREOF the individual(s) hereto have executed this Agreement in a legally binding manner.

Date: _______________________

St. Mary’s General Hospital

Per:

Name: ________________________
Title: Chief Privacy Officer
I/We have the authority to bind the corporation

Date: _______________________

Institution

Per: (signing authority)

Name: ________________________
Title: ________________________

Principal Investigator Signature

I, having read this Agreement, hereby agree to comply with all the terms and conditions contained herein and further agree to ensure that all Study Team members are informed of their obligations under the provisions of this Agreement.

Date __________________________________________________________________________
Signature _______________________________________________________________________

Local On-site Investigator Signature

I, having read this Agreement, hereby agree to comply with all the terms and conditions contained herein and further agree to ensure that all Study Team members are informed of their obligations under the provisions of this Agreement.

Date __________________________________________________________________________
Signature _______________________________________________________________________

Page 11 of 16
APPENDIX A

Protocol (if applicable)
**APPENDIX B**

**St. Mary’s General Hospital Health Records Research Fee Schedule**

The Research Fee Schedule applies to requests for PHI for the purpose of Retrospective Chart Reviews, Research Studies, and Clinical Trials at St. Mary’s General Hospital. The purpose of the fees is to cover the costs of services provided. All information requests for research purposes must go through the Research Office in the Health Information Management Department. Depending on the nature of the study invoices may be sent before or after the study is completed upon approval by the Research Coordinator. All invoices must be paid immediately upon receipt.

If you have any questions regarding the Fee Schedule please contact the Research Committee.

<table>
<thead>
<tr>
<th>Research Type</th>
<th>Annual Administrative Fee</th>
<th>Fee per Health Record Pulled/Accessed*</th>
<th>Fee per Page for Photocopying and/or Printing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Without Funding</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Internal Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funded Externally</td>
<td>1 record: $25.00</td>
<td>Paper stored on-site: $10.00</td>
<td>Paper/ Microfilm/ Health Information Systems including CDs: $1.00 per page</td>
</tr>
<tr>
<td></td>
<td>5 records or less: $50.00</td>
<td>Paper stored off-site: $12.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>More than 5 records:</td>
<td>Health Information Systems including CDs: $10.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$200.00</td>
<td>Microfilm: $12.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PACS Access:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Setup and training costs per user: $100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual fee: $100 for up to 100 patients</td>
<td></td>
</tr>
<tr>
<td>External Research</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved SFTP Usage: fees are the same as per chart pull or copying of CD

Reports generated through the Decision Support Department are charged at $50.00 /hour plus Administration Fee

| Institute for Clinical and          |                           |                                       |                                                          |
| Evaluative Sciences (ICES)          | N/A                       | Stored on site: $4.56                 |                                                          |
|                                     |                           | Stored off site: case-by-case basis   |                                                          |
|                                     |                           | 12 charts or less: Minimum fee of $50.00|                                                          |

*An additional $10.00 fee will apply per health record required to be pulled/accessed more than once. An additional $2.00 fee will apply per health record required to be pulled/accessed in excess of 50 per week.**

Current as of:
APPENDIX C
Data Collection Sheet (if applicable)

Please provide details regarding all personal health information will be collected and by what means
Attach consent form where applicable.
APPENDIX D

Data Flow, Security Practices and Retention of Study Data (required)

Instructions:

- Identify the measures that will be used to ensure data shared through this Data Sharing Agreement is protected against loss and unauthorized access during transfer/delivery, as well as unauthorized access, use and disclosure after transfer between sites.

- Describe the security measures that will be taken to ensure that the data will be protected against unauthorized access and that only authorized persons will have access to it.

- Provide detail on methods on how data will be encrypted for storage and transfer. In addition, identify the secure location of the data at each site. For example if data is stored as a paper file in secure rooms or electronically on a secure server.

- Provide detail of your retention timelines and manner of destruction.

- Identify all mobile devices that will be used for Data transfer and ensure that these devices are password-protected and encrypted.

- Answer the following:
  o from which sources will the data be extracted (e.g. paper record, clinician portal)
  o how will the data be collected (e.g. on paper, by input into a secure database)
  o how will the data be transferred (e.g. on paper, by input into secure database, using a mobile device)
APPENDIX E

Study Team Members (required)

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Role</th>
<th>Responsibilities</th>
<th>Completed Privacy Learning Module [dd/mm/yyyy]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>