University of Guelph

Research Ethics Board (REB)

Supplement II: Secondary Use of Data

# DIRECTIONS

## How to submit:

* This document can ONLY be submitted as a supplement to the main REB Application form. If you are submitting ONLY for secondary use of data, you may skip the following sections of the main REB Application form: **F, H, J, K, L.**
* Email the completed form as a Word document along with the rest of the submission package to [reb@uoguelph.ca](mailto:reb@uoguelph.ca).

## How to answer questions:

* The questions asked are drawn from the Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans, 2nd Edition ([TCPS2](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/))
* Not all questions will apply to your research. Feel free to choose the n/a option or explain in a text box. Do not leave questions unanswered.
* Full functionality of the form will not be available if you edit in Word Online (browser editing on Office 365). Instead, download a copy to your computer and edit in Word.
* This form is ‘unlocked’ to allow the ‘cut and paste’ function and the ‘track changes’ function to be used. You can use CTRL + F to navigate the form or go to ‘View’ and choose “Show Navigation Pane”. Please do not delete questions you think do not apply – just choose n/a.

# SECTION II.A: DATA DESCRIPTION

## II.A.1

Is it your intention to reanalyze a data set you collected, for purposes other than described in the original application/consent form?

No

Yes

Please describe:

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## II.A.2

Is it your intention to reanalyze a data set collected by someone else?

No

Yes

Please describe:

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## II.A.3

Describe in clear and concise detail the data you will be working with, and provide a general discussion of the analysis you will undertake:

Description of Data

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|  |

Analysis

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What would the impact be on the participant should privacy be breached?

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# SECTION II.B: IDENTIFIERS

## II.B.1

Was an identifier associated with the data at the time of collection?

No

If **NO**, please note that REB review is NOT required for secondary use of anonymous data but is required for data which can be linked (coded data) or anonymized data.

Yes

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| --- |
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If you answered ‘no’, please note that REB review is NOT required for secondary use of anonymous data, but is required for data which can be linked (coded data) or anonymized data.

## II.B.2

Select and describe the type of data you will be receiving from the originating research team/source.

Identifying information

Indirectly identifying information

Coded information

Anonymized information

Please describe:

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# SECTION II.C: CONSENT

## II.C.1

Did participant from whom the data was original collected:

### II.C.1.1

Express preferences about secondary use of their data?

No

Yes

If yes, provide a copy of the original consent form where these preferences where expressed.

### II.C.1.2

Give permission for secondary use of their data in the type of project you propose?

No, **proceed to II.C.2**

Yes, **skip to II.D.1**

## II.C.2

Verify that the following is true for your project, and provide comments on how it applies:

### II.C.2.1

Access to non-anonymous information is essential to the researcher.

No

Yes

Describe:

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### II.C.2.2

The use of non-anonymous information without the participant’s consent is unlikely to adversely affect the welfare of individuals to whom the information relates.

No

Yes

Describe:

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### II.C.2.3

The researchers will comply with any known preferences previously expressed by individuals about any use of their information.

No

Yes

Describe:

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### II.C.2.4

The researchers will take appropriate measures to protect the privacy of individuals, and to safeguard the identifiable information.

No

Yes

Describe:

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### II.C.2.5

It is impossible or impracticable to seek consent from individuals to whom the information relates.

No

Yes

Describe:

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### II.C.2.6

The researchers have obtained necessary permission for the secondary use of information for research purposes.

No

Yes

Describe:

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**NOTE: All the above must be ‘yes’ for the REB to consider approving the research without requiring consent from the individuals to whom the information relates.**

# SECTION II.D: DATA ACCESS

## II.D.1

Who will have access to this data set, and for what purpose(s), while it is in the possession of the research team?

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# SUPPLEMENT II: OPTIONAL INFORMATION

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