

REB Standard: Confidentiality

Current Status: Approved and Posted

Date introduced: May 2005

Last reviewed: July 2017

1. Protocols and Review Materials

- a. All REB members will keep confidential all protocols and other information pertaining to research reviewed by the REB that is unavailable to non-REB members.
- b. All confidential REB materials sent by internal or external mail/courier or email should be clearly marked accordingly. The Office of Research Ethics (ORE) shall display a confidentiality statement on its standard transmittal email.
- c. All REB members will store review protocols and related materials in their possession in a secure manner. Once materials have been reviewed, they will be returned to the ORE or disposed of by the REB member in a manner that preserves confidentiality (i.e., paper files shredded, electronic files deleted).
- d. In certain circumstances, protocols may be distributed to expert internal or external consultants. In consultation with the Chair, the ORE is responsible for identifying such consultants and entering into confidentiality agreements.
- e. In the case of multi-jurisdictional research, protocols and review materials will be shared with the relevant REBs.
- f. Protocols and review materials may be shared with other institutional bodies (e.g., the Academic Safety committee, investigative committees established under the Responsible Conduct of Research policy) within or beyond Brock to facilitate review of the research.

2. REB Meetings

- a. The education and policy components of REB meetings are open. The ORE shall post a notice of the meeting on a designated website two to four weeks in advance of the meeting and a draft Agenda one week in advance of the meeting. Discussions of confidential REB business (e.g., research protocols) will be held in camera.
- b. When confidential matters arise, the REB will move "in camera." Those present who are not REB members will be required to leave. Exceptions may be made when appropriate (e.g., Principal Investigator of a study under review may attend to provide information for the REB but will not be present when decisions are made).
- c. REB minutes, excluding in-camera sessions, will normally be posted on the Office of Research Services (ORS) website one week following the meeting.

3. REB Decisions

- a. Unless otherwise specified by the Principal Investigator, the file number and title of research projects that have received REB clearance will be posted on the ORS website. This list will be updated monthly.