

RERC Confidentiality Checklist

For Chart Review (also include the same in the Methodology and/or Ethical Consideration)

Execute a Non-Disclosure Agreement

Secure permission from the Medical Center Chief to access chart

Request Letter must include the following:

Title of the Research

Detailed methodology as to how the charts will be accessed. Also include that the data will be anonymised by the researcher.

Use and collection of data must be for the sole purpose of the study and the same will not be used for any other purpose.

Include narration as to how the physical data (print-outs) and technical data (soft copy) will be protected. Ex. The printouts or hard copies will be placed in a file cabinet secured with lock and key only accessible to the researcher. For soft copy, the file will be stored in the laptop of the researcher protected by password only known to the researcher

Provide for the retention period of the data collected

Illustrate how the data will be destroyed after the retention period. Include witness in the destruction of the copies of data (hard and soft copies)

For Progressive Research

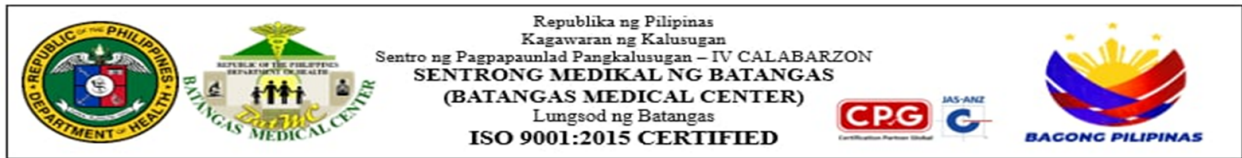
In Ethical Consideration, take note of the following:

Execute a Non-Disclosure Agreement

Data will be anonymized by the researcher.

Use and collection of data must be for the sole purpose of the study and the same will not be used for any other purpose.

Include narration as to how the physical data (print-outs) and technical data (soft copy) will be protected. Ex. The printouts or hard copies will be placed in a file cabinet secured with lock and key only accessible to the researcher. For soft copy, the file will be stored in the laptop of the researcher protected by password only known to the researcher



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Illustrate how the data will be destroyed after the retention period. Include witness in the destruction of the copies of data (hard and soft copies)