Guidelines for Confidentiality
(REB Approved - May 2005)

Protocols and review materials

1. 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.

2. All confidential REB materials sent by internal or external mail/courier and email should be clearly marked accordingly. The Research Ethics Office shall display a confidentiality statement on its standard transmittal email.

3. 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 Research Ethics Office or disposed of by the REB member in a manner that preserves confidentiality, i.e. shredding.

4. In certain circumstances, protocols may be distributed to expert internal or external consultants. In consultation with the Chair, the Research Ethics Office is responsible for identifying such consultants and entering into confidentiality agreements.

REB meetings

1. The education and policy components of REB meetings are open. The Research Ethics Office 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.

2. When matters of confidentiality 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.)

3. REB minutes, excluding in-camera sessions, will normally be posted on the Office of Research Services website one week following the meeting

REB decisions

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 Office of Research Services website. This list will be updated monthly.