



## CaNIOS Confidentiality Agreement

Name: \_\_\_\_\_ Centre: \_\_\_\_\_

Affiliation with CaNIOS: \_\_\_\_\_  
e.g. Clinical, Research or Associate Member, Collaborator, Coordinator, CaNIOS staff

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1. During my association with CaNIOS, I will have access to information and documents relating to persons with SLE, potential research ideas, theories, and hypotheses, which are of a private and confidential nature.
2. At all times, I shall respect the privacy and dignity of the personal health information contained in the CaNIOS National Registry, and other CaNIOS Study Databases.
3. At all times, I shall respect the proprietary ideology of the original cohort data-holder.
4. I shall treat all CaNIOS administrative, financial, National Registry, members, and other records as confidential information, and I will protect them to ensure full confidentiality. I shall not discuss, divulge, or disclose such information about CaNIOS, unless there is a legitimate purpose related to my association with CaNIOS. This obligation does not apply to information in the public domain.
5. I shall ensure that confidential information is not inappropriately accessed, used, or released either directly by me, by fellows/residents under my mentorship/supervision, or by virtue of my signature or security access to premises or systems.
6. Violations of this policy include, but are not limited to:
  - Accessing information from other CaNIOS cohorts housed in the CaNIOS National Registry that I do not have required agreements from the PI of the desired centres;
  - Accessing information from other CaNIOS cohorts housed in the CaNIOS National Registry that I do not require for a specific research proposal;
  - Misusing, disclosing without proper authorization, or altering health or personnel information;
  - Disclosing to another person my user name and/or password for accessing electronic records.
7. I will only access, process, and transmit confidential information using hardware, software, and other authorized equipment, as required by the duties of my position.

