



## Nova Scotia EMS Research Steering Committee

Inter-Agency Committee Chaired by the Division of EMS,  
Dalhousie University, Department of Emergency Medicine

### Standard Operating Procedure

<b>SOP #:</b> 12	<b>Title:</b> Privacy and Confidentiality of Research Data	
<b>Approval Date:</b> 2013 11 26	<b>Review Date:</b> 2017 12 10	<b>Revision Date:</b> 2015 12 10
<b>Signature of SOP Sub-committee Chair:</b>  		

#### DEFINITIONS

**REQUESTOR:** a person making a request for data to EHS, for the purpose of conducting a research study.

#### PURPOSE

1. The EMS Research Steering Committee (RSC) is committed to maintaining patient confidentiality at all times, and in accordance with institutional, provincial and national regulations.
2. Researchers should be familiar with the *Personal Health Information Act (Nova Scotia, 2013)* and how it impacts their study.
3. All research data should be handled in accordance with the EHS Confidentiality and Privacy policies.
4. All research data will be stored in accordance with SOP 13: Retention of Research Records.

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*These research SOPs are adopted with permission from the NSHA Research Manual. Researchers are responsible to follow the policies and procedures of their research ethics board and research financial services departments. The most recent version of these SOPs may be found at: <http://emergency.medicine.dal.ca/DivEMS.cfm>*



## PROCEDURE

1. The Requestor must sign the “declaration of confidentiality” portion of the Data Request Form prior to having their information request processed. See SOP 4: EHS Data Request for the Purpose of Research.
2. Requestors must maintain patient confidentiality.
3. Requestors must manage, store, retain and destroy data and records in accordance to SOP 13 and institutional, provincial and federal regulations.

## ABBREVIATIONS

1. SOPs: Standard Operating Procedures
2. EHS: Emergency Health Services
3. *FOIPOP Act: Freedom of Information and Protection of Privacy Act*
4. *PHIA: Personal Health Information Act*
5. DHW: Department of Health and Wellness

## RELATED SOPs

1. SOP 4: Request for Data for the Purpose of Research
2. SOP 13: Retention of Research Records - Archiving of Research Study Documents

## RELATED DOCUMENTS

1. Freedom of Information and Protection of Privacy Act. Nova Scotia Legislature. 1993. Retrieved from:  
<http://nslegislature.ca/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>
2. The Nova Scotia FOIPOP Review Office website: <http://foipop.ns.ca/>
3. Personal Health Information Act. Nova Scotia Legislature. 2013. Retrieved from:  
[http://nslegislature.ca/legc/bills/61st\\_2nd/3rd\\_read/b089.htm](http://nslegislature.ca/legc/bills/61st_2nd/3rd_read/b089.htm)
4. DHW PHIA website: <http://novascotia.ca/dhw/phia/default.asp>

## REFERENCES

1. EHS Research Request for EHS System Data Policy
2. EHS Confidentiality of Patient Information Policy

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3. Research Steering Committee Terms of Reference:

<http://emergency.medicine.dal.ca/divemsdocuments/Prehospital%20Steering%20Committee%20Terms%20of%20Reference%20June%202016-2010.pdf>

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