



## 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> 17                                      | <b>Title:</b> Disclosure or Access to Data Outside of Canada |                                  |
| <b>Approval Date:</b> 2021 10 30                      | <b>Review Date:</b> 2021 12 10                               | <b>Revision Date:</b> 2021 12 10 |
| <b>Signature of Research SOP Sub-committee Chair:</b> |  |                                  |
|   |  |                                  |

### BACKGROUND & PURPOSE

1. This document describes the procedure for requesting permission to transport and use EHS data (containing personal and/or non-personal information) released for the purposes of research outside of Canada.

### DEFINITIONS

1. "PERSONAL INFORMATION" MEANS RECORDED INFORMATION ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING, BUT NOT LIMITED TO:
  - a. NAME, ADDRESS, TELEPHONE, EMAIL (PERSONAL NOT BUSINESS)
  - b. AGE, SEX, SEXUAL ORIENTATION, MARITAL STATUS
  - c. MEDICAL OR PERSONAL HISTORY

*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 investigator shall ensure that personal information in their custody or control is stored only in Canada and accessed only in Canada unless consent is given as per the *Personal Information International Disclosure Protection Act* (PIIDPA) (see section 10) by the head of the public body.
2. An application will be made to the Minister of the Department of Health and Wellness to permit storage and access outside the country. This application will be made by the PI and facilitated by the EMS RSC.
3. The PI shall advise the EMS RSC about their intention to disclose or access data outside of Canada in advance of use so that an application can be made to the Minister. Data access or storage outside of Canada cannot be done until the application is approved.

## ABBREVIATIONS

1. REB: Research Ethics Board
2. EHS: Emergency Health Services
3. RSC: Research Steering Committee
4. DEM: Dalhousie Department of Emergency Medicine
5. NSH: Nova Scotia Health
6. PI: Principal investigator
7. SOP: standard operating procedure
8. DHW: Department of Health and Wellness
9. PIIDPA: *Personal Information International Disclosure Protection Act*

## REFERENCES

1. *Personal Information International Disclosure Protection Act* (PIIDPA) Chapter 3 of the Acts of 2006. Retrieved from:  
<https://nslegislature.ca/sites/default/files/legc/statutes/persinfo.htm>.

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