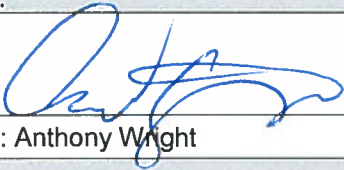




<b>Section 700:</b>	<b>Informed Consent</b>
<b>Title:</b>	<b>Consent and Secondary Use of Identifiable Data</b>
<b>SOP Code:</b>	<b>704.001</b>
<b>Effective Date:</b>	<b>2016MARCH30</b>

## Site Approvals

<b>Signature of Responsible Individual:</b>		
Ethics Compliance Advisor		Date: 2016MAR30
	Name: Anthony Wright	
<b>Approval Authority:</b>		
Chair, GREB		Date: 2016MAR30
	Name: Dr. John Freeman	
<b>Approval Authority:</b>		
Director, Research Ethics Compliance		Date: 2016MAR30
	Name: Dr. Andrew Winterborn	

## 1.0 PURPOSE

This SOP describes the process for obtaining consent for secondary use of identifiable data.

## 2.0 SCOPE

The scope of this SOP is restricted to the review of the ethical conduct of research involving humans that falls under GREB's oversight. GREB primarily has research ethics oversight over Humanities, Social Sciences, Science, Engineering, and administrative research conducted under the auspice of Queen's University. The scope of GREB's oversight is limited to those activities defined in the TCPS2 (2014) as "research" involving "human participants."

### **3.0 RESPONSIBILITIES**

All GREB members and GREB office personnel are responsible for ensuring that the requirements of this SOP are met.

Researchers are responsible for providing GREB with a detailed description of the nature of the secondary identifiable data and their intended use.

### **4.0 DEFINITIONS**

See Glossary of Terms.

### **5.0 PROCEDURES**

There may be instances where researchers feel that secondary use of identifiable secondary data is essential to the research but obtaining consent for this use of these data is impossible or impracticable.

#### **5.1 Consent and Secondary Use of Identifiable Information**

5.1.1 GREB follows the [TCPS2 \(2014\), Article 5.5A](#) in regard to the secondary use of identifiable information for research purposes without obtaining consent from research participants, if the researchers are able to satisfy the following conditions:

- Identifiable information/materials is essential to the research,
- The use of identifiable information/materials without the participants' consent is unlikely to adversely affect the welfare of individuals to whom the information relates,
- The researchers will take appropriate measure to protect the privacy of individuals and to safeguard the identifiable information/materials,

- The researchers will comply with any known preferences previously expressed by individuals about any use of their information/materials,
- It is impossible or impracticable to seek consent from individuals to whom the information relates or about whom materials were collected, and
- The researchers have obtained any other necessary permission for secondary use of information/materials for research purposes;

5.1.2 In cases where secondary use of identifiable information has been ethically cleared by GREB, no further contact with the participants for additional information is permitted without submission of a new ethics application;

5.1.3 GREB follows TCPS2 (2014), Article 5.5B in regard to research that relies exclusively on the secondary use of non-identifiable information. Researchers are required to obtain GREB Ethical Clearance, but are not required to seek participant consent. For the use of these data.

## **6.0 REFERENCES**

[TCPS2 \(2012\), Article 5.5A and 5.5B.](#)

## **7.0 APPENDICES**

None.

## 8.0 REVISION HISTORY

SOP Title	Version	Updates
Consent and Secondary Use of Identifiable Data	v.704.001 2016MAR30	Original: This SOP was developed based on information from the TCPS2 (2014) and Queen's University previous reports and policies (using the format of CAREB/N2).