

M E M O R A N D U M

To : All iCAPTURE Principal Investigators, Staff and Trainees

From: Dr. Richard Hegele, Privacy Officer

Date: March 7th, 2006

Subject: Storage of Personally Identifiable Patient/ Research Subject Information

Protecting patient/ research subject privacy is very important at the iCAPTURE Centre.

All personally identifiable information collected or used for clinical or research purposes must be stored on a secure network folder. Access to this secure folder should be limited to those individuals approved and trained to access personal information. In particular, personally identifiable information shall never be stored in an 'all mri' folder. If you have files inappropriately stored, please transfer the files to a secure network folder immediately.

When printing information or receiving faxes with personally identifiable information, please retrieve the hard copy output from the printer or fax promptly. Hard copy output should be stored in locked filing cabinets accessible only by authorized individuals. Personal information may also be 'blacked out' to de-identify the document as warranted.

If you have any questions regarding this, please contact Jacqui Brinkman, Privacy Facilitator (x63461) or myself.

Kind regards,

