

M E M O R A N D U M

To : All iCAPTURE Principal Investigators

CC: Kelly Ceron, Human Resources Coordinator
Melanie Hanson, Acting Operations Leader

From: Dr. Richard Hegele, Privacy Officer

Date: May 3, 2006

Subject: Signing of the iCAPTURE Centre Confidentiality Agreement

Dear Investigators,

Effective March 2005 all new and existing staff were asked to read privacy policy 10.1, to sign the associated confidentiality agreement, have their supervisor co-sign the agreement and submit this form to Kelly Ceron. As of May 1, 2006 approximately 85% of staff have provided Kelly Ceron with their signed confidentiality agreement. These documents are provided with the orientation training manual and all new staff are complying and signing the required documents.

Please remind your current staff and trainees to ensure that they have completed a confidentiality agreement. Once signed the form must be provided to Kelly Ceron to be kept in their employee files. Privacy policy 10.1 and the confidentiality agreement may be printed from the Privacy Office page of the intranet:
http://home.mrl.ubc.ca/info/Privacy/Privacy_Office.htm.

Thank you to all who have already submitted their signed confidentiality agreements. Your cooperation is much appreciated.

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

Kind regards,

