



The Ottawa  
Hospital  
Ottawa  
Methods Centre

L'Hôpital  
d'Ottawa  
Centre de méthodologie  
d'Ottawa



# The Ottawa Methods Centre (OMC) ELECTRONIC DATA CAPTURE PLATFORM (EDCP)

**DATE: June 29, 2023**

## **PRIVACY POLICY**

In general, the OMC web-EDC platform does not collect nor retain any personal/protected health information (PHI). All participant info, records must be properly de-identified before inputting into the OMC web-EDC platform. We do not accept any data/documents with identifiers that can be used to identify participant without the Research Ethic Board (REB) approval. Items such as participant names, address, phone, and health insurance numbers, next of kin names or contact information are strictly forbidden and violate the Personal Health Information Protection Act, Ontario 2004 (PHIPA) and The Ottawa Hospital (TOH) policies on privacy. Participant identifiers must be removed from any data/documents (unique participant identifier, blacked out PHI, fully covered with stickers, etc.) prior to inputting, scanning, and uploading to the OMC web-EDC platform. All data/records/documents received containing identifiers will be deleted upon detection or notification to the OMC staff.

## **EXCEPTION**

This UCAP2 website has received Research Ethics Board (REB) approval from all participating sites and approval from the Ottawa Hospital Research Institutes IT department and the Ottawa Hospital's Privacy office permitting the collection of limited PHI data being entered by the participant (first name, email address and telephone number). The collected PHI data will be encrypted before saving into the OHRI database server. The collected PHI data will remain to be encrypted at rest and can only be viewable through a special decryption process to be seen by authorized OMC personnel.