

Privacy Policy

The OMC Electronic Data Capture Platform (EDCP) is developed by the OHRI Ottawa Methods Centre (OMC). It is based on the validated OMC Electronic Data Capture Platform (OMC EDCP) that is fully compliant with Health Canada and FDA CFR Part 11.

In general, the OMC EDCP does not collect nor retain any direct personal health information (PHI). All participant info, records must be properly de-identified before inputting into the OMC EDCP. Any uploaded documents with direct identifiers that can be used to identify participant without the Research Ethic Board (REB) approval is not permitted. Participant identifiers must be removed from any uploaded data and documents prior to uploading to the OMC EDCP. All uploaded data and documents received containing identifiers will be deleted upon detection.

All users of the OMC Electronic Data Capture Platform (EDCP) must comply with appropriate local and federal privacy legislation. This includes Ontario's *Personal Health Information Protection Act, Ontario 2004 (PHIPA)* and *The Ottawa Hospital (TOH) policies on privacy*.

The OMC research projects are Research Ethics Boards (REBs) approved projects. The REBs are responsible for ensuring that the OMC research projects are taking adequate steps to protect the privacy of the enrolled participants and research data.

Exception

The OMC Electronic Data Capture Platform (EDCP) received Research Ethics Boards (REBs) approval from all participating sites permitting the collection of limited PHI data (participant initials, nickname, and email) being entered by research staff and/or participant. 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 Ottawa Methods Centre personnel.