

MEMO

ATTENTION: Ms. Alison Watt, Director, University Secretariat

FROM: Simon Verdun-Jones, Chair, Research Ethics Board

RE: Annual REB Senate Report 2007/2008

DATE: September 10, 2008

Dear Ms. Alison Watt:

In accordance with Policy R20.01, "Ethics Review of Research Involving Human Subjects", Section 3.6, I am submitting, on behalf of the Research Ethics Board, the Annual Report to Senate. The report spans the time frame September 1, 2007 to August 31, 2008.

Sincerely,



Simon N. Verdun-Jones, J.S.D.
Professor, Criminology
Chair, Research Ethics Board

Enclosure

/bjr



Annual Report to Senate
September 1, 2007– August 31, 2008

Regular meetings are held on the second Wednesday of each month. The REB (Research Ethics Board) Web site is located at:

<http://www.sfu.ca/vp-research/ethics/index.htm>

1. Current Members

Term Ends

Elected by/from Faculty

Ted Kirkpatrick	Applied Sciences	May 31, 2010
Joseph Taylor	Arts and Social Sciences	May 31, 2010
Simon Verdun-Jones (Chair)	Arts and Social Sciences	May 31, 2010
Jerry Sheppard	Business	May 31, 2009
Margaret MacDonald	Education	May 31, 2009
Robert Young	Science	May 31, 2010
Julian Somers	Health Sciences	May 31, 2009

Elected by Senate from the University Community

Bev Neufeld	Dean of Arts/Soc. Sciences	May 31, 2009
Earl Von Tapia	Student	May 31, 2011
Kim Bartholomew	Psychology	May 31, 2011

Student Member Elected by Senate

Bhuvinder Vaid	May 31, 2010
Sean Robertson, alternate student member	May 31, 2010

Elected by Senate from Community Outside the University

Margit Nance	May 31, 2009
Laurence Turner	May 31, 2011

Office of Research Ethics

Hal Weinberg, Director, Ex-officio (non-voting)
Barb Ralph, Ethics Officer
Janet Yule, Ethics Assistant
Eunice Au-Yeung, Office Assistant

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2. Minimal Risk Applications Approved by the REB September 1, 2007 to August 31, 2008

Faculty - 215
Graduate Students - 255
Undergraduate Students - 27
Post Doctoral - 9
Staff - 20
Research Assistants - 4
Sessional Instructor - 1

Total applications - 531

3. Non-Minimal Risk Applications Approved by the REB September 1, 2007 to August 31, 2008

Faculty - 2

4. Courses Approved by the REB under Policy R20.01

The REB approved 17 course applications from September 1, 2007 to August 31, 2008.

5. Activities

A sub-committee continues to work towards finalizing a revision of the on-line ethics application forms. The revised forms are anticipated to be accessible in late Fall of 2008.

6. Internal Policies Adopted by the REB

1. Age of Consent increased to 16 years of age.

Persons greater than or equal to 16 years of age and less than 19 years of age may, in some circumstances consent to participate as a research participant in the absence of parental consent subject to specific approvals by the REB in that instance. Persons under the age of 16 may not participate as research participants in either minimal or non-minimal risk protocols without parental consent.

2. Data retention

Data to be kept for no less than two years after completion of data collection. If destruction is required prior to this, the request must be directed to the REB for formal approval.

3. Secondary Data Policy

Secondary Data Use policy was approved by the Board at the July meeting. The REB policy is attached for information.

The Secondary Use of Data: Internal Policy of the SFU REB

GENERAL PRINCIPLES

Secondary use of data, which was not anticipated at the time that the data were originally collected, will ordinarily receive approval by the REB if the proposal meets the following conditions:

- 1) That the original participants' identities are adequately protected through the implementation of protocols A, B or C.

A - The data are anonymous and subjects cannot be identified in the data. These circumstances will fulfill the conditions of adequate protection and approval will normally be granted.

B - The data are anonymous but there is a reasonable probability that participants could be identified in the data (e.g., where the data include population Unique or Near-Unique categories or cells). These circumstances will normally require the REB to conduct a proportionate review before approval may be granted.

C - The data are not anonymous. If the following procedures are followed, approval will normally be granted:

- i. Where feasible, the data will be rendered anonymous before they are received by the PI - either at the source or by an approved third party.

- ii. Where it is not feasible to anonymize the data before they are received by the P.I., the P.I. will be required to anonymize the data and keep all cross references to the data in a separate and secure location. There should be a signed confirmation from any person who has access to the data before it is anonymized that the data linkage will

not be revealed. In addition, the P.I. must assume responsibility for maintaining confidentiality and ensuring that the research assistant, or the individual responsible for anonymizing the data, is apprised of the consequences if confidentiality is breached. Where the P.I. is a student, this responsibility must be assumed by the faculty member who is the student's supervisor. It is the responsibility of the P.I. to anticipate costs that may be incurred in anonymizing the data.

- 2) That the proposed use of the data cannot redound to the detriment of the original participants.
- 3) That the proposed use of the data is consistent with the purpose of the original intent for use of the data.
- 4) That such secondary use conforms to SFU policy with respect to Conflict of Interest.

Additional Requirements

Applications must also fulfill all of the relevant requirements specified in the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 (as amended), and Bill 24-2008, *E-Health (Personal Health Information Access and Protection of Privacy) Act* (B.C.). In addition, where secondary data may be stored in the United States of America, applications must comply with the recommendations of the Information and Privacy Commissioner of B.C. (October 2004).¹

The Principle of Proportionate Review

Where appropriate, the REB should apply the principle of "proportionate review," which requires that decisions take into

¹ *Privacy and the USA Patriot Act: Implications for British Columbia Public Sector Outsourcing*. Available at:
http://www.oipcbc.org/sector_public/archives/usa_patriot_act/pdfs/report/privacy-final.pdf

account the potential importance of novel discoveries to be made in archived data and includes the requirement that such reviews are sensitive to the requirements that participants be protected physically, psychologically, financially and socially.

Definition of Anonymous Data

Direct identifiers (name, SIN, address and DOB, etc.) have been removed before the researcher obtains the data.