

**Project Number: COREG-####**  
**DATE**

## **COREG Data Access Agreement**

1. I/We agree that COREG data/analyses will only be used for the purpose as stated in our data access application. I/We will not use COREG data/analyses for any other reason without written permission from the Primary Investigators of the COREG.
2. I/We acknowledge that research applicants are entitled to produce research reports, publications (including peer reviewed scholarly manuscripts), presentations, and theses resulting from the analyses of the COREG.
  - a. I/We acknowledge that authorized applicants will not, at any time, use private information received, learned or acquired through the COREG for any purpose other than those outlined in the initial application.
  - b. I/We acknowledge that intellectual property resulting from this agreement is limited to those that have no commercial value.
  - c. I/We acknowledge that any authorized researcher has the right and academic freedom to pursue their research agenda in collaboration with the Health Information Custodians<sup>1</sup>. The authorized applicant for COREG data/analyses retains the Intellectual Property resulting from their analytic work using the COREG.
  - d. I/We acknowledge that the Health Information Custodians as well as relevant staff must be acknowledged as a contributor to all related work in any presentation or publication.
  - e. I/We agree to provide a disclaimer in accordance with any written/oral presentation or paper being published, stating that the views and conclusions of such presentation or paper are not necessarily the views and the conclusions of the Health Information Custodians.
  - f. I/We understand that the Primary Investigators' group has the right of refusal on authorship of resulting publications.
3. I/We understand that any resulting access to the COREG REDCap server and Health Data Library (hosting COREG) is time-limited, by permission only, and is accessible only through a unique password-protected profile assigned to each applicant. Each applicant's account will be reviewed frequently.

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<sup>1</sup> In this agreement, the Health Information Custodians are: Grand River Hospital, St. Mary's General Hospital, Niagara Health System, Hamilton Health Sciences, St. Joseph's Healthcare Hamilton, and Cambridge Memorial Hospital.

- a. I/We understand that any direct access to COREG data will only be available to the applicant for the duration of the project stated in the initial application.
  - b. I/We understand that should access to the dataset require extension, a formal request must be submitted to and approved by the Primary Investigators' group of COREG.
  - c. Graduate and post-doctoral students using the COREG data will have special time provisions based on thesis/dissertation completion.
4. I/We agree to uphold the following precautions and safeguards to ensure the secure storage and use of COREG data/analyses within the REDCap server and Health Data Library (HDL)
  - a. I/We understand that data access is limited to a "need-to-know" basis. Applicants must receive permission from the Health Information Custodian to access any portion of the record level COREG data.
  - b. I/We understand that only the authorized Health Data Library (HDL) data administrators (McMaster research staff Drs. Jeff Poss and Aaron Jones) have the right to update, transfer, modify, copy and remove data from the HDL. All other applicants are blocked from modifying, copying, transferring and removing data.
  - c. I/We understand that applicants cannot print or save statistical output to external disks. They may only save documents or statistical output to/from the "Common" folder and "My Documents" within the server. Only the data administrator or an affiliated corporate applicant can release documents or statistical output to the applicant via the common folder.
  - d. I/We understand that the data administrators are responsible for ensuring that no analyses can potentially identify an individual. For example, cell sizes of less than 10 will not be released. Only aggregate statistical output can be saved and transmitted through the data administrator.
  - e. I/We understand that copies of applications, signed access and confidentiality agreements, usage timeframes, and access permissions are kept and stored on an internal database maintained by the University. This database will be shared with the Health Information Custodian upon request to audit the list of applicants with access to data.
5. I/We understand that the applicant's access to data can be suspended or terminated for access or use violations at any time.
6. All parties will obtain proof of ethics clearance for secondary data analysis from an approved institution, prior to the release of any COREG data/analyses.
7. I/We understand that funded access to analytical time to produce COREG data/analyses for an applicant is at the discretion of the Primary Investigators Group. If resources are constrained, applicants may be required to use their own analyst, or cover costs associated with using an analyst internal to the COREG.

8. I/We understand that *all* members with access to COREG data/analyses are required to sign this agreement before data access to COREG data/analyses will be granted. Any additional member(s) will also be required to sign this agreement before being given access to COREG data/analyses.

By signing below, I acknowledge that I have read, understand and agree to the above terms of data access.

**Principal Applicant Signature:**

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Date</i>

**Trainee Signature(s) (if applicable):**

\*a principal applicant will also sign to supervise the trainee(s)

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Date</i>

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Date</i>

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Date</i>

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Date</i>