

CHIPER N2/CAREB REB SOP ADDENDUM

CHIPER has adopted the N2/CAREB REB SOPs. However, in order to reflect specific CHIPER requirements, this addendum must be used in tandem with the SOP noted below*.

Addenda have been prepared only where the N2/CAREB SOP is insufficient with respect to CHIPER's SOPs.

There are no addenda when the only change would be to replace REB with CHIPER.

N2/CAREB SOP 107 – USE AND DISCLOSURE OF PERSONAL INFORMATION

SOP Section	CHIPER Addendum
5.2.6 If any PI is received inadvertently in the REB office (e.g. disclosed by a Researcher), appropriate notification must take place and any corrective action that is required including, if applicable, notification to the appropriate Organizational Official. The facts surrounding the breach, the appropriate steps taken to manage the breach, remedial activities to address the breach and the outcome will be documented. The PI will be destroyed in a secure manner as per the organizational policies and procedures;	5.2.6 If any Personal Information (PI) is received inadvertently in the REB office (e.g. disclosed by a Researcher), appropriate notification must take place and any corrective action that is required including, if applicable, notification to the appropriate Organizational Official and/or Participating Institution official . The facts surrounding the breach, the appropriate steps taken to manage the breach, remedial activities to address the breach and the outcome will be documented. The PI will be destroyed in a secure manner as per the organizational policies and procedures;
5.2.7 If there is an internal breach involving the use or dissemination of PI, the REB Chair or designee will be notified, and if applicable, notification of the appropriate Organizational Official, and a determination will be made in a timely manner regarding a corrective action plan. This process may include notification, containment, investigation and remediation, and strategies for prevention. The facts surrounding the breach, the appropriate steps taken to manage the breach and the outcome will be documented. The PI will be destroyed in a secure manner as per the organizational policies and procedures;	5.2.7 If there is an internal breach involving the use or dissemination of PI, the REB Chair or designee will be notified, and if applicable, notification of the appropriate Organizational Official and/or Participating Institution official , and a determination will be made in a timely manner regarding a corrective action plan. This process may include notification, containment, investigation and remediation, and strategies for prevention. The facts surrounding the breach, the appropriate steps taken to manage the breach and the outcome will be documented. The PI will be destroyed in a secure manner as per the organizational policies and procedures;

Revision History	
Date/Version	Summary of Changes
May 1, 2025/001	Original version.