

Research Manitoba
A201 Chown Building
753 McDermot Avenue
Winnipeg, MB R3E 0T6
Telephone 204-775-1096
Fax 204-786-5401
Email info@researchmb.ca

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

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