WORKSHEET: Information Practices Act

The purpose of this worksheet is to provide support for IRB members or the Designated Reviewers when research involves the use of personal information from University of California offices.

Requirements for Disclosure (all of the following criteria must be met)

The researcher has provided a plan sufficient to protect personal information from improper use and disclosures, including sufficient administrative, physical, and technical safeguards to protect personal information from reasonable anticipated threats to the security or confidentiality of the information. **Documented in the ‘Risk/Benefit Assessment’ and ‘Privacy and Confidentiality’ sections of the Protocol Narrative.**

The researcher has provided a sufficient plan to destroy or return all personal information as soon as it is no longer needed for the research project, unless the researcher has demonstrated an ongoing need for the personal information for the research project and has provided a long-term plan sufficient to protect the confidentiality of that information. **Documented in the ‘Privacy and Confidentiality’ and ‘Information and Biopecimen Sharing’ sections of the Protocol Narrative.**

The researcher has provided sufficient written assurances that the personal information will not be reused or disclosed to any other person or entity, or used in any manner, not approved in the research protocol, except as required by law or for authorized oversight of the research project. **Documented in the ‘Privacy and Confidentiality’ and ‘Information and Biospecimen Sharing’ sections of the Protocol Narrative.**

The requested personal information is needed to conduct the research. **Documented in the ‘Privacy and Confidentiality’ section of the Protocol Narrative.**

The personal information to be released is not more than the minimum necessary to conduct the research. **Documented in the ‘Privacy and Confidentiality’ section of the Protocol Narrative.**

Social security numbers are not released if other unique codes (not derived from the social security numbers) can practicably be utilized to conduct the research. **Documented in the ‘Privacy and Confidentiality’ section of the Protocol Narrative.**