



PROJECT CLOSURE Confirmation of Data Disclosure

The purpose of this document is to confirm the destruction or return of the extracted data from Ministry of Health as per the terms and conditions of the Health Data Request/Information Agreement (HDR/ISP or ISA) with the Ministry of Health. A signed Declaration of Destruction Section and confirmation of receipt by Ministry of Health on this form constitutes formal closure of the research project.

Project Title	Project Number	Date of Submission
Applicant		

ORIGINAL MEDIA

The original media (e.g. CD, DVD, floppy disk, server access) on which the Data Extract was provided to you by Ministry of Health MUST be destroyed using the methods as described in Section 1. Please complete the following section as applicable.

- If the media have been returned to Ministry of Health, please provide date: _____
- Access to Data was provided on a Ministry of Health view via VPN. (Please contact the HealthDataHA@gov.bc.ca if your Data is on a Ministry of Health server. The Data must be destroyed by the Systems and Security Administrator).
Data Destroyed by Ministry of Health Systems & Security Administrator on date: _____
- The media provided by Ministry of Health have been destroyed by the applicant using physical destruction method such as use of a mechanical shredder.

SUMMARY OF ORIGINAL MEDIA DATA DESTRUCTION (Please provide details of destruction in the table below).

Data Delivery Type can include: CD/DVD, Ministry of Health Server/SFTP (please specify), other (please specify).

Destruction Method can include: Mechanical Shredder, Returned to MoH, Destroyed by Ministry of Health Systems & Security, other (please specify).

	Data Delivery Date	Data Delivery Contents/ CD Title	Data Delivery Type	Destruction Method	Destruction Date/ Return Date
Eg:	March 2, 2005	DAD, MSP 1999 to 2004	CD/DVD	Mechanical Shredder	June 1, 2011

COMMENTS

COPIES OF THE RESEARCH EXTRACT AND DERIVED INFORMATION

► ELECTRONIC COPIES OF THE RESEARCH EXTRACT AND DERIVED INFORMATION

Electronic copies of research Data include all Data and related materials containing Data from the Ministry of Health or linked records generated with Data from applicant holdings, may include but not limited to the following, **except Research Materials**.

- derived data
- duplicated data
- analysis tables
- working files
- backup files
- data on server
- temporary files
- information generated by linking other information to the data
- Data located in files such as word processing documents, spreadsheet workbooks, presentation slides etc.

All electronic copies of research data in ALL devices (e.g. desktops, laptops, hard drives etc.) throughout the entire duration of the research project MUST be destroyed using the methods described in Section 1. Please complete the following section as applicable.

Electronic Copies of Data Destroyed.

Important: Data should not be stored on any portable or removable devices (e.g. laptop, memory stick, PDA, etc). If you have stored Data on a laptop or an electronic storage device, please follow the Data erasure procedure using the recommended wiping software and continue with Option 1 below.

Option 1: You have followed the erasure procedure provided by the Ministry of Health using wiping software.

Data Storage Location (i.e. Personal Computer and Physical Location/Address)

Wiping Software Used

- Data storage path(s) on above noted device provided to Ministry of Health
- Log output from wiping software/erasure program provided to Ministry of Health

Option 2: You used an alternate data destruction method - please explain in detail.

Declaration

I attest that the methods described above for Data destruction are for ALL THE DEVICES (including CD-ROMS, floppy discs, flash drives, etc. used for backing up files) of all team members with access to the data for the duration of the whole project. I understand that this document is legally binding, and that falsifying this information would constitute a breach of my Research Agreements with the Ministry of Health (and all relevant data stewards) and could render me ineligible to access the mentioned public bodies' Data currently and in the future.

INITIAL HERE: _____

Electronic Copies of Research Data Have NOT Been Destroyed (explain below).

► **PAPER RECORDS**

All paper records of the research extract MUST be destroyed using the methods described in Section 1 [NOTE: THERE IS NO DESCRIPTION OF HOW TO DESTROY PAPER RECORDS SO THIS TEXT NEEDS TO BE EDITED]

- Paper records have been destroyed. Method:
- Paper records have NOT been destroyed. Explanation:
- Paper records were not created.

► **DATA IN OTHER FORMATS**

If Data are retained in other formats, please inform us and we will provide you with information on how to properly destroy the data.

DECLARATION OF DESTRUCTION

This document will become a schedule to the Information Sharing Agreement between the BC Ministry of Health and the undersigned approved on the date of initial Ministry of Health approval listed below.

I declare that the information provided in this document is accurate, complete and correct. I declare that I have destroyed all original media, copies of the Research Extract, derived information and paper records for the project listed below as directed by the destruction guidelines and Research Agreement in order to officially close the aforementioned project.

Name	Title	Organization
Project		Project Number
Signature	Date Signed	

WITNESS

Name	Title	Organization
Signature	Date Signed	

CONFIRMATION OF PROJECT CLOSURE - MINISTRY USE ONLY

Project Number	Project Investigator / Applicant	
Date of Ministry of Health Approval	Date Closed	