

CANADIAN TRANSPLANT REGISTRY

USER CONFIDENTIALITY & ACCESS AGREEMENT



Canadian Blood Services operates the Canadian Transplant Registry, a web-based business application that is accessed through a computer system to manage participants' (i.e., organ donors/recipients) personal information for the purpose of identifying and facilitating organ donation and transplantation opportunities. Canadian Blood Services and users granted access to the Canadian Transplant Registry are responsible for the integrity, safety and confidentiality of this personal health information.

This User Confidentiality & Access Agreement ("Agreement") governs your access to and use of the Canadian Transplant Registry. Access to the Canadian Transplant Registry cannot be provided without agreeing to the terms of this Agreement.

TERMS OF AGREEMENT

You will access the Canadian Transplant Registry using a unique username and temporary password issued by Canadian Blood Services. Upon initial access and for further security purposes, you will be asked to change your temporary password and answer a number of challenge questions. For example, 'in what city were you born?' Your username and password, as well as your answers to the challenge questions may not be shared with, transferred to, or used by any other person.

You agree to maintain your username, passwords and answers to Canadian Transplant Registry challenge questions in confidence. You agree to immediately notify Canadian Blood Services if any of these three security items are disclosed. All notices relating to actual or potential security breaches, disclosed username, password and/or answers to security questions, or unauthorized access to information in the Canadian Transplant Registry, shall be given by e-mail to transplantregistry@blood.ca without delay.

Prior to being granted access to information in the Canadian Transplant Registry, you agree to complete the required training for your access requirements. You agree to hold in trust and strictest confidence the personal information of participants in the Canadian Transplant Registry and will not share or disclose this information for purposes other than organ donation and transplantation.

When accessing the Canadian Transplant Registry, you will comply with any and all policies, procedures or guidelines respecting confidentiality of personal information and the use of electronic devices of the facility at which you are employed or otherwise engaged.

If you are responsible for creating participant records in the Canadian Transplant Registry, you agree to ensure that any provincial and/or Canadian Blood Services requirements regarding obtaining the consent of the individual participant or his/her substitute decision-maker have been complied with.

You acknowledge that Canadian Blood Services may terminate this Agreement and your access to the Canadian Transplant Registry at any time.

If your requirement for access to the Canadian Transplant Registry changes, you agree to immediately advise Canadian Blood Services at transplantregistry@blood.ca and agree to complete any self-guided, on-line training modules as applicable to the change in access.

If you no longer require access to the Canadian Transplant Registry for any reason, you agree to immediately advise Canadian Blood Services at transplantregistry@blood.ca and agree to immediately cease using the Canadian Transplant Registry.

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SIGN AND DATE

I agree to comply with the terms and conditions of this Agreement for the Canadian Transplant Registry.

NAME (please print)

WITNESS NAME (please print)

TITLE (please print)

TITLE (please print)

SIGNATURE

WITNESS SIGNATURE

____-____-____
DATE (yyyy-mm-dd)

____-____-____
DATE (yyyy-mm-dd)

ORGANIZATION NAME

SEND TO CANADIAN BLOOD SERVICES

STEP 1

Please fax or scan/e-mail a signed copy of this Agreement to Canadian Blood Services to access the Canadian Transplant Registry. Upon receipt, we will complete your user profile in the system and notify you by e-mail once your role-based access has been granted.

- Fax: 1-613-260-4090
- E-mail: transplantregistry@blood.ca

STEP 2

Canadian Blood Services also requires an original, signed copy of this form. Please mail to:

Canadian Blood Services
Canadian Transplant Registry
Attention: CTR Customer Support
2713 Lancaster Rd, Ottawa ON K1B 5R6