**Does your administrative research project require review by the IAPP Office?**

Occasionally, administrative units at Memorial University conduct quality assurance/quality improvement studies or program evaluation for the purpose of management or improvement of processes. The university’s privacy policy requires that university administrative projects in which personal information is collected or used or disclosed must undergo a privacy compliance review. If the Health Research Ethics Board (HREB) or the Interdisciplinary Committee on Ethics in Human Research (ICEHR) has indicated that your project does *not* require ethics review, the project may still require review by the university’s IAPP Office.

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes** | **No** |
| 1. **Is your project undertaken at the request or authorization of your Memorial University supervisor or unit head?** |  |  |
| 1. **Is funding for the project supplied, wholly or in part, by Memorial University?** |  |  |
| 1. **Is the project an evaluation of an existing Memorial University program?** |  |  |
| 1. **Is the project a quality assurance review of an existing Memorial University program?** |  |  |
| 1. **Is the project a modification to an existing Memorial University program?** |  |  |
| 1. **Is the project intended to assess a proposed program or service at Memorial University?** |  |  |
| 1. **Will the project collect or use or disclose personal information that is in the custody and control of Memorial University?** |  |  |

**If you have answered YES to any of these questions, your project may need a privacy compliance review. Please contact the IAPP Office at 864-8753 or** [**rosemaryt@mun.ca**](mailto:rosemaryt@mun.ca) **and visit** [**http://www.mun.ca/policy/site/procedure.php?id=103**](http://www.mun.ca/policy/site/procedure.php?id=103)**.**

[2013]