



Jefferson

Philadelphia University +
Thomas Jefferson University

Confidentiality Agreements

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Purpose

The Purpose of Confidentiality Agreements:

(What you have been doing all along)

To protect information exchanged between 2 (or more) parties.

In this case, between the IRB and the:

*Sponsor

Government Agency

Other Researchers

The IRB has the responsibility of keeping the research of others confidential.

Also - During an FDA inspection or AAHRPP accreditation, signed confidentiality agreements for IRB members and guests may be requested.

What does the Confidentiality Agreement Say?

After this presentation, you will have the opportunity to sign.

What are you agreeing to:

- Reminder to disclose any conflict of interest
- Maintain in Strict Confidence:
 - Confidential
 - Proprietary (Owned by Someone Else)
 - Personal (PHI) - Uncommon
- Review research, provide comments as appropriate
- Attend meetings, notify secretaries of absences
- Follow applicable regulations and policies

What Documents do You have to Protect?

Generally this applies to the following documents:

- Commercially Sponsored Protocols
- Investigator Brochures and Device Brochures
- Documents Marked Confidential/Proprietary

What do You have to do?

Do not share or discuss confidential and/or proprietary information with non-IRB members

Secure these documents when not in use (paper and electronic)

Dispose of the documents previously mentioned properly

Cross Cut Shredder

Locked Confidential Bin (M-34)

Process

Today you will have the opportunity to sign your confidentiality agreement

IRB Secretaries will continue to obtain signed agreements from all members (including alternate members) and guests (separate guest version mainly covers confidentiality)

The blank agreements and the signed agreements (filed individually by name) will be stored in the OHR shared drive

The blank agreements are also on our website

This will be done now and going forward

Sign

Please:

Review the confidentiality agreement

Sign the agreement:

Printed Name

Signature

Date

Questions? Comments?

Any questions or comments before we sign?

Review and Sign the agreement:

Printed Name

Signature

Date

Provide signed agreement to Crystal or Jenn