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| HREC Report to the NSW Privacy Commissioner  |

**Compliance with statutory guidelines on research under the *Health Records and Information Privacy Act 2002* (HRIP Act)**

**1 July** 2021 **to 30 June** 2022

 **(insert year here) (insert year here)**

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| **1. NAME OF HREC (please include previous name of HREC in bracket if name has changed in last 12 months)** |
| **Name:** Insert text here  |
| **2. DETAILS OF HREC CHAIRPERSON** |
| **Name (include title):** Insert text here  |
| **Email:** Insert text here  |
| **Phone:** Insert text here  | **Phone:** Insert text here  |
| **3. DETAILS OF HREC CONTACT OFFICER (will be used for all HREC correspondence)**  |
| **Name (include title):** Insert text here  |
| **Position:** Insert text here  |
| **Mailing Address:** Insert text here  |
| **Email:** Insert text here  |
| **Phone:** Insert text here  | **Phone:** Insert text here  |
| **4. DETAILS OF ORGANISATION** |
| **Name of organisation:** Insert text here  |
| **Head of organisation:** Insert text here  |
| **Mailing address:** Insert text here |
| **Type of organisation (tick ONE box only):**[ ]  Hospital/health service – public[ ]  Hospital/health service – private[ ]  University/education institution – public[ ]  University/education institution – private | [ ]  Government department[ ]  Government statutory agency[ ]  Other organisation – not for profit[ ]  Other organisation – for profit  |
| **5. USE AND DISCLOSURE** |
| **During the financial year to which this report applies, did your HREC review any proposals which involved the use or diclosure of health information without the consent of individuals for:** 1. **Research or the compilation or analysis of statistics in the public interest, or**
2. **The management of health services**

[i.e. proposals seeking to rely on the exemptions in Health Privacy Principle (HPP) 10(1)(d), 11 (1)(d), and/or 10(1)(f), 11(1)(f) of the HRIP Act][ ]  **YES**[ ]  **NO – thank you for completing this form. Please go to the final page to complete the declarations.**  |
| **6. RESEARCH** |
| **When considering these proposals did your HREC apply the NSW Privacy Commissioner’s statutory guidelines on research?** **(Both boxes may be ticked)** [ ]  **YES – if yes, for how many proposals did your HREC apply to statutory guidelines on research?** Insert text here [ ]  **NO – if no, for how many proposals did your HREC not apply to the statutory guidelines on research,  and what are the reasons?** Insert text here  |
| **7. SUFFICIENT INFORMATION, EXPERTISE AND UNDERSTANDING** |
| **Did your HREC assess whether it had sufficient information, expertise and understanding available to it of privacy issues to make a decision that takes proper account of privacy (see Part 2, paragraph 4.1)?**[ ]  **YES – please tick one or more of the following to indicate information, expertise and understanding of  privacy issues available to your HREC** [ ]  Members are familiar with the HPPs set out in Schedule 1 of the HRIP Act and the statutory  guidelines on research [ ]  One or more members attended an information session/seminar or workshop on privacy [ ]  Lawyer or other member had knowledge of privacy issues [ ]  One or more members had experience or qualifications relevant to privacy issues [ ]  One or more members accessed written guidance about privacy issues [ ]  HREC sought additional advice or information from someone who is not a regular member  of the committee [ ]  Other (please outline) Insert text here [ ]  **NO – please provide reasons for not making this assessment**Insert text here  |
| **8. PURPOSE** |
| **Did your HREC consider whether the purpose of the proposed activity could be achieved using de-identified information (see Part 2, paragraph 4.2(a))?****(Both boxes may be ticked)** [ ]  **YES – please tick one or more of the following to indicate if your HREC considered:** [ ]  that scientific defects in the proposed activity would result if that activity was conducted using  de-identified information [ ]  that the proposed activity involved linkage of data [ ]  Other (please outline) Insert text here [ ]  **NO – if no, please provide reasons why this was not considered:**Insert text here  |
| **9. IMPRACTICABLE** |
| **Did your HREC consider whether it was impracticable to obtain consent to collect, use or disclose an individual’s health information (see Part 2, paragraph 4.2 (b))?****(Both boxes may be ticked)** [ ]  **YES – please tick one or more of the following to indicate if your HREC considered:** [ ]  the size of the population involved in the research; [ ]  the proportion of individuals who are likely to have moved or died since the health information  was originally collected; [ ]  the risk of introducing potential bias into the research, thereby affecting the generalisability and  validity of the results; [ ]  the risk of creating additional threats to privacy by having to link information in order to locate  and contact individuals to seek their consent; [ ]  the risk of inflicting psychological, social or other harm by contacting individuals with particular  conditions in certain circumstances; [ ]  the difficulty of contacting individuals directly when there is no existing or continual relationship  between the organisation and the individuals; [ ]  the difficulty of containing individuals indirectly through public means, such as advertisement  and notices; [ ]  Other (please outline) Insert text here [ ]  **NO – if no, please provide reasons why this was not considered:**Insert text here  |
| **10. NUMBER OF PROPOSALS** |
| **In reaching a decision under the statutory guidelines on research (see Part 2, paragraph 4.4), for how many proposals did your HREC determine that:**The public interest in the proposed research, statistical or management of health services activity substantially outweighed the public interest in the protection of privacy?Number of proposals: Insert text here  |
| **11. COMMENTS AND FEEDBACK** |
| **Do you have any comments or feedback on the NSW Privacy Commissioner’s statutory guidelines on research?**Insert text here  |

**DECLARATION**

**Of the organisation with responsibility for the HREC**

**This declaration must be completed and signed by the CEO or equivalent officer who exercises the authority of the organisation/institution for HREC activities.**

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| **HREC Name:** Insert text here  |
| **Organisation name:** Insert text here  |
| **I confirm:** * **that I am duly authorised to sign this declaration;**
* **that the information supplied on this form and any other attachment is true and correct;**
* **that, for the period to which this form relates, the above HREC has operated in accordance with the statutory guidelines on research pursuant to the *Health Records and Information Privacy Act 2002*.**
 |
| **Name:** Insert text here  |
| **Position:** Insert text here  |
| **Date:** Insert text here  |
| **Signature:**  |

**When completed, please return this form:**

By email: **ipcinfo@ipc.nsw.gov.au**(please put “HREC Report” in the subject box)

By post: **Privacy Commissioner**

**Information and Privacy Commission NSW**

**GPO Box 7011**

**SYDNEY NSW 2001**

**If you have any queries, please contact the IPC on 1800 472 679 or email** **ipcinfo@ipc.nsw.gov.au**