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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**](mailto: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**](mailto:ipcinfo@ipc.nsw.gov.au)