

# Process Overview – ISA for Research

Privacy Office 2023

## Information Sharing Agreement (ISA) Process Overview

Information sharing agreements (ISAs) are required by Northern Health (NH) policy for all information sharing/exchanges between NH and other organizations, including but not limited to the Ministry of Health, health authorities, health agencies, researchers or other 3<sup>rd</sup> parties.

NH uses the ISA to document the terms and conditions of the exchange of personal information and personal health information, in compliance with the provisions of BC public sector privacy law. All ISA must be approved by the NH Privacy Office.

NH staff and providers must take all reasonable steps to ensure no unauthorized 3<sup>rd</sup> parties are provided access to personal, proprietary or confidential information.

PARTICIPANT	ACTIVITY
Requestor	The Principal Investigator or third party requesting the Information Sharing Agreement (“Requestor”) is responsible for complying with this process.
Requestor	The Requestor consults with the <a href="#">NH Privacy Office</a> to discuss the initiative, provide information about the initiative and indicate key ISA contacts (these all help to inform subsequent ISA activity).
NH Privacy	Using information provided by the Requestor, NH Privacy drafts an initial ISA and sends it to the Requestor to review, update and confirm. Once confirmed, the ISA is returned to NH Privacy for finalization.
NH Privacy	NH Privacy works with the Requestor to obtain any required third party signatures on the finalized ISA. Once third party signatures are complete, NH Privacy circulates the ISA to appropriate NH stakeholders for signature via the NH Privacy signatures process.
NH Privacy	Once fully signed, NH Privacy retains the official copy of the signed ISA and distributes a copy of the signed ISA to the Requestor (and other appropriate stakeholders).
Requestor	If changes occur to information shared under an approved ISA (e.g. extensions, additional data elements), the Requestor contacts the <a href="#">NH Privacy Office</a> to determine next steps. A new or updated ISA may be required at the discretion of the NH Privacy Office.

For any questions, you may contact the NH Privacy Office at [Privacy@northernhealth.ca](mailto:Privacy@northernhealth.ca).