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Protection of Identifiable Information is an expectation of all individuals conducting research at, or under the auspices of Western University.

## A. Transportation and Transmission of Study Records

All information collected for research purposes, whether identifiable, coded, anonymized or anonymous, should be handled with care in order to protect both the researcher and the participant, and promote research integrity.

Always ensure materials (i.e., paper, devices and/or media) and files (i.e., electronic) are securely transported and/or transmitted. Standard general guidelines include:

- Taking the most direct route to the destination and avoiding stops in transit;
- Transporting materials in a secure/closed container or locked vehicle (i.e., if transporting in a car, use carry-on luggage);
- Being discreet when in transit or in public to avoid drawing attention to the materials (e.g., concealing a device in an unmarked bag or container, avoiding use in public);
- Never leaving materials unattended in public areas or transport vehicles (i.e., remove from vehicle as soon as possible);
- Restricting access to materials when off site (e.g., locking devices in a cabinet, password-protecting documents, or taking other steps to limit access by unauthorized individuals);
- Using institutionally-sanctioned systems for sharing electronic information, wherever possible (contact Western Technology Services for more information):
  - o Walter (machine name) Network Attached Drives
  - o On Premises (Western) SharePoint Information available here:  
[http://www.uwo.ca/its/oncampus\\_onedrive/index.html](http://www.uwo.ca/its/oncampus_onedrive/index.html)
  - o Off Premises (Cloud) SharePoint Available through O365 here:  
<http://myoffice.uwo.ca>
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- Avoiding use of email to transmit study records whenever possible as email is not a secure method of communicating.

Additional recommendations for the transport/transmission of study records containing Identifiable Information includes:

Only remove paper or electronic devices/media containing identifiable information from Western University premises and/or make copies of identifiable information saved to the Western University server in the following limited circumstances:

- The information is necessary to complete approved research procedures in a timely manner, including, but not limited to:
  - o Transporting/transferring materials between university sites;
  - o Taking identifiable information into the community or collecting identifiable information in the community during the course of the approved research.
- Only the minimum amount of information needed to complete the task is copied or collected;



