

## Policies and Procedures

SECTION: Human Research Protection Program	NUMBER: 103	
CHAPTER: Institutional Review Board	ISSUED: 10/2009	REVISED:
POLICY: IRB Member Confidentiality	PAGE 1 OF 1	

### 1. PURPOSE

The purpose of this policy is to describe the requirements for IRB members to maintain the confidentiality of protocol reviews.

### 2. POLICY

- 2.1. It is the policy of the IRB to maintain strict confidentiality of all reviews and other actions.
- 2.2. All IRB members shall keep confidential all protocols and other information pertaining to research reviewed by the IRB, which is unavailable to non-IRB members.
- 2.3. Flash memory data storage devices (“flash drives”) shall be utilized by members who choose to receive study material electronically. The flash drives shall be encrypted and protected by a password. The flash drives shall be collected after meetings or returned to the IRB office for cleaning and re-use.
- 2.4. IRB material shall not be left unsecured in the IRB meeting room. Materials shall be placed in a secured bin for shredding at the end of each meeting by IRB staff.
- 2.5. Protocols may be discussed with expert internal or external consultants. In such cases, the IRB office shall be notified. Confidentiality should be safeguarded by assigned consultants.
- 2.6. All IRB members, administrators, and guests shall have a signed Institutional Review board Confidentiality Agreement on file in the HRPP education office.