

RELEASE OF MEMBER CONTACT INFORMATION

The terms of this contract apply to ("Recipient"). Upon execution of the contract, the Recipient will receive member contact information from the registration database of the College and Association of Registered Nurses of Alberta (CARNA). The Recipient assumes responsibility for the data and its contents and is liable for any breaches of confidentiality.

The Recipient agrees to abide by the following conditions:

1. Names of nurses, contact information and other data fields are to be used only for the purpose of conducting a research survey.
2. Strict confidentiality of the contact information shall be maintained. The data shall be kept in a locked and secure environment at all times. Data will be stored on local computers with periodic backup and not placed on a local area network.
3. If an individual questions why they have been contacted by the researcher, the researcher needs to inform the individual that they chose to participate in research as indicated on their profile held at CARNA. Individuals have the option of changing this consent by logging onto MyCARNA from the CARNA website. If concerns persist, the individual should be directed to contact the Privacy Officer of CARNA at privacyofficer@nurses.ab.ca.
4. Strict confidentiality is to be maintained for the tracking of survey respondents and non-respondents.
5. The contact data will be destroyed on completion of the project.
6. No personal identifiers shall be linked to the final data set.
7. Transferred data remains the property of CARNA. No data shall be released by Recipient to a third party without CARNA's permission.
8. CARNA reserves the right to retrieve the data and discontinue participation in the research if complaints are received or there is evidence of violation of any of the above conditions.

I agree to abide by the above conditions.

Signature:

Date:

Name:

Position:

Research Organization:

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