**DECLARATION OF USE OF ANONYMISED DATA AND/OR SAMPLES FOR RESEARCH**

**When Should You Submit This Form**

Research Projects involving use of anonymised data and / or human biological materials (HBM) need not be submitted to the NHG Domain Specific Review Board (NHG DSRB) for approval. Please submit this form to your Institution to obtain institutional approval for conduct of your research.

“Anonymised data” refers to data that is heavily processed to the extent that it is very unlikely a unique individual can be re-identified evidently (spontaneous re-identification), or through attempts to match with other identifiable datasets or publicly available information. (Ref: NHG Research Data Policy Version 2.0 dated 09 May 2023)

Applicable Scenarios:

* The Principal Investigator / research team receives the data / HBM without any identifiers or links to identifiers;
* A Trusted Third Party (TTP) is engaged in extracting or providing the data / HBM in an anonymised manner.

Not Applicable Scenarios:

* PI / research team extracts data from CPSS2 / NGEMR / medical records with identifiers, and de-identifies for research use.
* PI / research team views CPSS2 / NGEMR/ medical records, and records down the non-identifiable subject data for research use.

1. Please declare that you and the study team will not use & do not have access to the below list of identifiers throughout your research project.

PI and study team will not use & do not have access to the list of identifiers.

If PI and study team will use or have access to the identifiers listed below, please submit to the NHG DSRB for review. For the full list of identifiers, please refer to Annex A.

1. Please state below the Study Title, Objectives, Data / HBM Source, Data / HBM Owner, the TTP that had de-identified the data / HBM (if any), and Study Team members who will be handling the Data / HBM.

Study Title:

Objectives:

Data / HBM Source:

Data/HBM Owner:

TTP de-identifying the Data / HBM:

Study Team Members handling the Data / HBM:

1. **Reference number (if submitted to ROAM/ECOS system):**

**PRINCIPAL INVESTIGATOR’S DECLARATION**

I declare that all the information given by me in this form are true to the best of my knowledge and that I have not willfully suppressed any material fact.

Name : Designation :

Department : Institution :

Date : Signature :

**FOR DEPARTMENT’S USE**

I agree with the declaration made by the Principal Investigator, that the research project involves anonymised data and/or HBM and does not require NHG DSRB review.

The research project involves use of / access to identifiable data and/or HBM and requires submission to the NHG DSRB for review.

Name : Designation :

Department : Institution :

Date : Signature :

**FOR INSTITUTION’S USE**

I agree with the declaration made by the Principal Investigator, that the research project involves anonymised data and/or HBM and does not require NHG DSRB review.

The research project involves use of / access to identifiable data and/or HBM and requires submission to the NHG DSRB for review.

Name : Designation :

Department : Institution :

Date : Signature :

**Annex A – List of Direct or Indirect Identifiers\*:**

|  |  |
| --- | --- |
| * Name (Full or Partial) * Address * Zip Code, Postal Code (initial 3-digits of postal code is allowable) * Date of Birth (Month and Year is allowable) * Contact Number * URLs, email address, IP address * Vehicle identifiers and serial numbers * Personal identification number / NRIC (pseudonymised form allowable, e.g., last 4-digits) * Device identifiers and serial numbers (pseudonymised form allowable) | * Medical record numbers, health plan beneficiary numbers, any account number (pseudonymised form allowable) * Certificate / license numbers (pseudonymised form allowable) * Biometric data, biometric identifier * Photograph, Facial Image (images should be non-recognisable and non-re-identifiable) * Any other unique identifying number, characteristic, or code * Combination of data / dates that could lead to identification of the subject# * Rare diseases / conditions or small sample size that could lead to identification of the subject# |
|  |  |

*\*List of identifiers extracted from NHG Research Data Policy Version 2.0 dated 09 May 2023*

*#Potential identifiers recommended by NHG Research Ethics Committee*