

UBC ARC REDCap Privacy Statement

Version 1.0.0

ARC Advanced
Research
Computing



THE UNIVERSITY OF BRITISH COLUMBIA

ARC REDCap Privacy Statement

1. Introduction

UBC Advanced Research Computing (ARC) REDCap , is designed to facilitate data capture, primarily for high or very high risk information. It is a useful self-service web application for the collection of simple tabular data such as intake forms, data collection instruments, and surveys.

The UBC ARC REDCap platform consists of two independent instances of the REDCap application to support different target use cases.

The two instances run on server infrastructure that is identical in all other respects. The servers are physically located in Canada at the UBC University Data Centre. For more information about the platform see *ARCS-11-REDCap Platform*. For detailed security information see *ARC REDCap Security Statement*

2. Privacy Model

UBC ARC REDCap, operates under a shared responsibility model. UBC ARC is responsible for the underlying platform and ensuring the operation of the software, the **Project Owner** is responsible for the data collected, its use, and disclosure. The REDCap software itself is developed and supported by the REDCap consortium as a collaborative software development project.

3. Data Collection

UBC ARC does not collect any personal information as part of the operation of the REDCap platform. UBC ARC only collects the necessary business information required for the provision of the service.

4. Data Use and Disclosure

UBC ARC does not use or disclose any of the information collected by projects within the REDCap platform except where required by law or as directed by the **Project Owner**. The **Project Owner** is responsible for the data collected, its use, and disclosure. See also *Disclosing Personal Information to Law Enforcement Agencies and Government Bodies*

5. References

ARCG-01 Glossary of Terms
ARCG-02 Glossary of Standards

ARCS-11-REDCap Platform

ARC REDCap Security Statement

Disclosing Personal Information to Law Enforcement Agencies and Government Bodies:
<https://universitycounsel.ubc.ca/files/2015/05/Fact-Sheet-Disclosure-to-Outside-Agencies.pdf>

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