

## Administrative Safeguards Guide

### Purpose of this Guide

This guide outlines the mandatory administrative safeguard requirements in place at DataNB, as specified in the DataNB Administrative Data Privacy and Security Policies.

### Who This Applies To

All DataNB Data Users, Employees, and Students. These safeguards are necessary to protect the data within the secure custody of DataNB. Completion of all listed requirements is mandatory **before** access is granted to the Trusted Research Environment (TRE) or project data, if applicable.

### Mandatory Steps for All DataNB Data Users, Employees, and Students

#### 1. Policy Acknowledgement Form

- Review Policy at [DataNB Policies Page](#)
- Complete either:
  - TRE Data User Acknowledgement Form (external users), or
  - UNB Employee/Student Policy Acknowledgement (DataNB staff/students or UNB employees)
- Follow signature guidelines and email the completed form to [privacy.datanb@unb.ca](mailto:privacy.datanb@unb.ca)

#### 2. Confidentiality Agreement

- Complete and sign the Confidentiality Agreement (including the witness)
- DataNB will coordinate with the UNB Vice-President of Research for their signature. (Please **do not** send directly to them.)
- Follow signature guidelines and email the completed form to: [privacy.datanb@unb.ca](mailto:privacy.datanb@unb.ca)

#### 3. Criminal Record Check (CRC)

- A standard CRC (not a Vulnerable Sector Check) is required
- Can be done online or at your local Police/RCMP office.
  - Find your location: [Find your nearest RCMP location](#)
- Past CRCs done within the past 12 months are acceptable
- No 3<sup>rd</sup> party background checks are acceptable
- Email your CRC to [privacy.datanb@unb.ca](mailto:privacy.datanb@unb.ca)

#### 4. Privacy Training (Renewed Annually)

- Required if you are on an active project or employed by DataNB.
- Online session (45 minutes) on the responsible use of administrative data.
- Email [privacy.datanb@unb.ca](mailto:privacy.datanb@unb.ca) to register.

- You must have a UNB IT account to access the training (External users: Our Data Services Coordinator will arrange and provide information to set up your UNB account.)

## Additional Steps for Accessing the Trusted Research Environment (TRE)

### 5. TRE Training

- 1-hour session with the DataNB Database Administrator (via MS Teams)
- Complete all the above requirements first
- Email [privacy.datanb@unb.ca](mailto:privacy.datanb@unb.ca) to register (include your name and email)

### 6. Door Access to TRE

- **Fredericton:** Once everything is complete (including the Data Access Agreement, if applicable), we will arrange your physical access:
- **Saint John or Moncton:** You will receive instructions to set up your UCard PIN. Door Access will be requested, and a team member will contact you when it is ready.

Please note that lab access is permitted in only one location; arrangements to gain access at another site will be considered on a case-by-case basis.

### Need Help?

If you have any questions or run into issues, reach out to us: [privacy.datanb@unb.ca](mailto:privacy.datanb@unb.ca)

### Quick Reference

MANDATORY FOR ALL USERS / EMPLOYEES / STUDENTS			
	Requirement	Description	Action
<input type="checkbox"/>	Policy Acknowledgement	TRE Data User OR UNB Employee/Student form	Submit signed form to: <a href="mailto:privacy.datanb@unb.ca">privacy.datanb@unb.ca</a>
<input type="checkbox"/>	Confidentiality Agreement	Signed by you & witness (DataNB gets VP Research signature)	Submit signed document to: <a href="mailto:privacy.datanb@unb.ca">privacy.datanb@unb.ca</a>
<input type="checkbox"/>	Criminal Record Check (CRC)	Standard check (no vulnerable sector); must be no more than 12 months old. No third-party checks (e.g., MyBackCheck)	Submit to: <a href="mailto:privacy.datanb@unb.ca">privacy.datanb@unb.ca</a>
<input type="checkbox"/>	Privacy Training (Annual)	45-minute online session on admin data privacy	Email: <a href="mailto:privacy.datanb@unb.ca">privacy.datanb@unb.ca</a> to register. Requires UNB IT account

### ADDITIONAL REQUIREMENTS FOR TRE ACCESS

**MANDATORY FOR ALL USERS / EMPLOYEES / STUDENTS**

	<b>Requirement</b>	<b>Description</b>	<b>Action</b>
<input type="checkbox"/>	TRE Training	1-hour online session with DataNB Database Admin	Email: <a href="mailto:privacy.datanb@unb.ca">privacy.datanb@unb.ca</a> Include name & email
<input type="checkbox"/>	TRE Door Access	Physical access after all steps are completed	Staff will coordinate