

DATA ACCESS AMENDMENT

– Instructions –

Submitting a Level 1, Level 2, and Level 3 Data Access Amendment all follow the same process. See below:

1. OBTAIN MOST RECENT COPY OF DATA ACCESS REQUEST

- 1.1 Obtain the most recent copy of your Data Access Request. If you do not have the DAR, ask the Data Access Coordinator to send it to you (nb-irdtdar@unb.ca).

2. EDIT THE DATA ACCESS REQUEST

- 2.1 The 'Version Date' field must be updated to show the last date edits were made.
- 2.2 The actual edits must be made throughout sections 2, 3, and/or 4 as necessary. Use the text 'Highlight' and 'Strikethrough' features as necessary to show what is being **added** or ~~deleted~~.

3. COMPLETE THE DAR AMENDMENT REQUEST FORM

- 3.1 A copy of the DAR Amendment form can be found on the NB-IRDT [website](#), or requested via e-mail: NB-IRDTdar@unb.ca

4. SUBMIT THE AMENDMENT

- 4.1 Email the revised Data Access Request and the DAR Amendment form to NB-IRDTdar@unb.ca.
- 4.2 Upon receipt, the Data Access Coordinator (in consultation with the NB-IRDT Privacy Officer or NB-IRDT Director, if necessary) will review the updated DAR in comparison with the Data Access Amendment Criteria to determine which amendment level (1, 2, or 3) is required.
- 4.3 Once the appropriate amendment level has been determined, the Data Access Coordinator will advise the Principal Investigator and begin processing the amendment.