



NB-IRDT

New Brunswick Institute for
Research, Data and Training

Glossary of Data Privacy & Security Terms

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Glossary

About this document

Please send corrections or additional suggestions to nb-irdtdata@unb.ca

Use of GREY

Terms currently being edited or removed from the glossary appear in **GREY**.

Glossary

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A

Access Logbook: A book kept at the entrance to each Secure Research Environment that serves as a permanent record of the arrival and departure of all Visitors to NB-IRDT.

Administrative Data: Data about groups of individuals, typically provided in table or chart form, which combines information in a way that prevents identification of individuals. The data are combined from several measurements, and groups of observations are replaced with summary statistics.

Aggregate Data: Data about groups of individuals, typically provided in table or chart form, which combines information in such a manner as to prevent the identification of individuals. The data are combined from several measurements and groups of observations are replaced with summary statistics.

Aggregating Data: The act of combining individual Data Sets to statistically analyze data trends, while protecting individual privacy, by using groups of individuals with similar characteristics rather than isolating one individual at a time.

Agent (in relation to a custodian): An information manager, individual, or organization that acts for, or on behalf of a custodian, with respect to personal health information for the purposes of the custodian, and not for the agent's own purposes, regardless of whether the information manager, individual, or organization is remunerated by the custodian. This does not include an employee of the custodian (Source: [PHIPAA](#)).

Agent (signing of Confidentiality Agreements): A full-time, part-time, permanent, or contract Employee of the NB-IRDT, as well as a research affiliate or research fellow of the NB-IRDT, a researcher (and/or Employee) collaborating with member(s) of the NB-IRDT, and/or a government officer of the Province of New Brunswick.

Air Gapped Network: A technical safeguard to ensure network security within NB-IRDT by keeping the computer network physically isolated from unsecured networks, such as public Internet or an unsecured local area network. The NB-IRDT network is an Air Gapped Network physically separated from all other networks.

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Amendment: Change requests to approved research projects or research project proposals such as the addition of new Data Sets, addition of a researcher to a project; a request for extension of time; and/or, the addition of variables require approval. The nature of the change requests will determine the necessary actions taken.

Anonymous Data: Data Sets that in no way indicate to whom the data belongs. Replacing usernames with unique identification numbers does not make the Data Set anonymous, even if identification seems impractical.

Approved Data User(s): Individuals, such as NB-IRDT Employees, researchers, students, and government employees, who have been issued an electronic identification access card, personal identification number, and project access account following the approval of access according to all relevant NB-IRDT procedures, including a Criminal Record Check (CRC).

Archiving of Data (Data Archive): The long-term retention of selected data with firm start and end dates that are established in cooperation with partners through Data Sharing Agreements prior to any receipt of data. Dates of archived retention are outlined in the NB-IRDT Data Retention and Destruction Schedule and/or Data Sharing Agreements, and Data Retention Schedules.

Audit: A review or examination of logged events within an electronic information System.

Audit Log: An electronic record/file of events recorded by an electronic information System, which generally details who accessed Data Sets and variables in the System during a given time period, as well as the activities that were performed.

Auditing: A formal, systematic, and disciplined approach designed to evaluate and improve the effectiveness of processes and related controls. Auditing is governed by professional standards, completed by individuals independent of the process being audited, and often performed by individuals possessing acknowledged certifications.

Authorized Disclosure (in the context of information security): The process of determining whether the end User is permitted to have access to a Data Set and related variables. Authorization criteria may be based upon a variety of factors (e.g., organizational role, level of security clearance, applicable law). When effective, authentication validates that the entity requesting access is who or what it claims to be (Source: [International Association of Privacy Professionals](#), n.d.).

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B

Backup of Data (Data Backup): The regular (e.g., daily, weekly) secure copying and storing of data that would facilitate any necessary rapid restoration of data and minimize the impact of failures due to human error or disaster.

Big Data: Articulated as “The Three V’s: Volume (the amount of data), Velocity (the speed at which data may now be collected and analyzed), and Variety (the format, structured or unstructured, and type of data, e.g., transactional or behavioral)” (Source: [International Association of Privacy Professionals](#))

C

Canadian Institute for Health Information (CIHI): An independent, not-for-profit organization established in 1994 that collaborates with federal, provincial, and territorial health administrators to provide essential information on Canada’s health systems and the health of Canadians.

Census: Undertaken by Statistics Canada, the Census Program provides a statistical portrait of the country every five years.

Challenging Compliance: One of the ten privacy principles found in Schedule I of PIPEDA. An individual shall be able to address a challenge concerning compliance with the principles detailed in Schedule 1 of the PIPEDA to the designated individual or individuals responsible for the organization’s compliance (Source: [PIPEDA](#)).

Closed Air Gapped Network: See Air Gapped Network.

Cohort: A group that shares a defining characteristic.

Co-investigator: an individual who makes a significant contribution to the intellectual direction of an approved research project and plays a significant role in the conduct of the research. Co-investigators are identified as such on the Data Access Request. NOTE: Interested Stakeholders cannot be identified as Co-investigators.

Comorbidity: Two or more disorders or illnesses occurring in the same person.

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Confidential Information: Information for which a duty of Confidentiality exists.

Confidentiality: An ethical and/or legal responsibility of individuals or organizations to safeguard information entrusted to them from unauthorized access, use, disclosure, modification, loss, or theft. (Source: [TCPS2 2022](#)).

Confidentiality Agreement (CA): A contract signed by NB-IRDT Employees and Approved Data User(s) that describes obligations and responsibilities regarding the maintenance, Use, access to, and Disclosure of Confidential Information.

Conflict of Interest: A conflict between an individual's duties and responsibilities as a NB-IRDT Employee, or Data and Research Committee member and that person's other professional, business, personal/familial, or public interests. Conflicts of Interest cause divided loyalties and can lead to biased judgment. Conflicts of Interest can be potential, perceived, or real.

- *Potential:* Arises when a NB-IRDT Employee or committee member becomes aware of an outside interest that may influence the member's ability to act with objectivity, independence, and integrity.
- *Perceived:* Arises when it appears to others that an outside interest may influence a NB-IRDT Employee or committee member's ability to act with objectivity, independence, and integrity.
- *Real:* Arises when an outside interest influences a NB-IRDT Employee or committee member's ability to act with objectivity, independence, and integrity.

Consent (research): An indication of agreement by an individual, or their authorized third party, to become a participant in a research project. Throughout this Policy, the term "consent" means "free (or voluntary), informed and ongoing consent.". (Source: [TCPS2 2022](#)).

Consent (privacy principles): One of the ten privacy principles found in Schedule I of PIPEDA. The knowledge and consent of an individual is required for the collection, use, or disclosure of personal information, except where inappropriate. (Source: [PIPEDA](#)).

Containment: In the event of a Privacy Breach, the processes put in place to prevent further release(s) of information.

Criminal Record Check (CRC): A name-based record search of the local police force's Records

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Management System (RMS), the Provincial Justice Information System (JIS), and the Canadian Police Information Centre (CPIC) repository of criminal convictions.

Crosswalk File: The process utilized by NB-IRDT to ensure that individual privacy is maintained as data is exchanged between the New Brunswick Department of Health, Data Business Owners, and NB- IRDT, and examined by analysts and researchers.

Closed Air Gapped Network: See Air Gapped Network.

Custodian: As defined in the PHIPAA, an individual or organization that collects, maintains, or uses personal health information for the purpose of providing or assisting in the provision of health care, and the treatment, planning, and management of the health care system, or delivering a government program or service. (Source: [PHIPAA](#))

D

Data Access Agreement (DAA): A written agreement that stipulates the terms imposed on the researcher by the NB-IRDT with regards to the access of data.

Data Access Amendment Request:

Data Access Audits: Observation of a database so as to be aware of database User activity to ensure compliance with appropriate use and access permissions granted.

Data Access Audit Reporting: Documented coverage of the activities of data access identified in Data Access Audits.

Data Access Incidents and Actions: Identified and recorded activities that do not conform to the appropriate Use and access permissions granted, such as activities identified as anomalies to the regular data access patterns.

Data Access Request: A form filled out by a researcher that describes their research project, lists members of their research team, and identifies the Data Sets and variables needed to perform the research.

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Data and Research Committee (DRC): Serves four main functions for the NB-IRDT:

- 1) Assembles working groups (Data and Research Committee working groups (DRC-WGs)) to review and provide feedback on Data Access Requests received from researchers seeking access to Administrative Data Sets held at NB-IRDT, as well as draft reports from these projects.
- 2) Provides a forum to discuss issues relevant to database transfers and Data Linkage procedures.
- 3) Serves as a forum for consultation on procedural changes.
- 4) Organizes a forum at least once per year to present results of projects to the Government of New Brunswick (GNB) and other Stakeholders.

Data Breach (Breach): The unauthorized access, Use, Disclosure or disposal of Personal Information in the custody of or under the control of a Public Body.

Data Business Owner: The entity holding legal rights and control over a Data Set(s) and its variables. In the context of a Data Sharing Agreement, this is the entity (e.g., Custodian, Public Body) who has signed the Data Sharing Agreement and who has shared/disclosed a Master Data Set(s) with/to NB-IRDT.

Data Curation: The range of data quality assurance activities and processes necessary to ensure the integrity and utility of Data Sets (e.g., validation, data dictionary development).

Data Disposition: A plan for how data will be physically or electronically disposed of at the end of its predetermined lifecycle.

Data Linkage: The merging or analysis of two or more separate data sets (e.g., health information and education information about the same individuals) for research purposes. (Source: [TCPS2 2022](#)).

Data Lifecycle: All stages of data existence, from its creation and collection through to its access and Use. This includes its retention (storage), Dissemination (how it might be distributed), and final disposition (e.g., Archiving, secure destruction).

Data Matching: The creation of identifying information by combining identifying information or de-identified personal health information, or other information from two or more two or more

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electronic data bases or two or more electronic records (Source: [PHIPAA](#)).

Data Platform: Comprehensive repository that holds Pseudonymous Administrative Data available by Data Access Request.

Data Retention and Destruction Schedules: Schedules that specify the beginning and end dates for the retention of the data inclusive of any requirements from the owner of the data or specified in any Data Sharing Agreements.

Data Set(s): A collection of related, but distinct data that can be accessed individually, in combination, or managed as a whole. Often organized in rows and columns where each column of the table represents a particular variable, and each row corresponds to a given member of the Data Set in question. For NB-IRDT purposes, rows often contain individual records (such as a person's visit to hospital), while columns contain relevant variables.

Data Sharing Agreement (DSA): A formal contract used for the transfer of data that has been developed by a non-profit, government, private industry, or an academic body where the data are non-public or otherwise restricted in use. A DSA clearly documents the parameters of the data to be transferred, data usage and access, defined Data Retention times, and final disposition. This agreement serves two purposes: to protect the owner of the data, ensuring that the data will not be misused; and, to prevent any miscommunication between the provider of the data and the NB-IRDT by making certain that any questions about Data Transfer, Use, access, retention, and disposition are discussed before the data is shared.

Data Steward: Data stewards are responsible for data definition (i.e., defining the characteristics of the elements in a database) and access authorization, particularly data access and disclosure to third parties. (Source: [TCPS2 2022](#)).

Data Transfer: The movement of Personal Information from one organization to another.

Designate: Person or persons authorized by a Custodian or Public Body to see the data as set out in the Information Management Agreement.

Disclosure: The sharing or releasing of any data, regardless of type or format (written, verbal, online) from the secure custody of NB-IRDT whether authorized under legislation and or agreements or unauthorized such as unvetted data results, loss, or theft.

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De-identified (in relation to personal identifiers): Data that has been modified to remove personal unique identifiers or information in an effort to protect the identity of individuals.

Dissemination: The distribution or communication of research results to facilitate research uptake in decision-making processes and practices. This includes, but is not limited to, publication in journals, posters, oral or online presentations, posts via blogs or other forms of electronic media, distribution of printed materials at educational or professional conferences and seminars, and the oral and/or written presentation of thesis material by graduate students.

Dissemination Area: A small area used by Statistics Canada with populations of 400 to 700 persons. It is the smallest standard geographic area for Dissemination of Census data. Dissemination areas cover the entirety of Canada.

E

Employee(s) (of NB-IRDT): All full-time and part-time, continuing and term Employees currently earning wages or salaries from NB-IRDT (including the Director). Does not include independent contractors.

Embargo Period: The Embargo Period is set at twenty-five (25) embargo days from the date that the request for consideration for Dissemination or submission for publication is received by the NB-IRDT Data Access Coordinator. This length of time is required to provide sufficient time to allow Data Business Owners/Custodians and the Data Research Committee to receive, review, and correspond on the data findings. All data Disclosure requests must complete an Embargo Period.

External Data Sets: Data Sets that are transferred under Data Sharing Agreements with Data Business Owners/Custodians for use with a specified approved project. Data Sets are returned to the Data Business Owner/Custodian on Project Closure.

F

There are currently no entries under the letter “F.”

G

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There are currently no entries under the letter “G.”

H

Health Council Communities: Geographical areas that are combined based on federal census municipality boundaries and New Brunswick Health zone boundaries to create research and community relevant areas for health reporting (Source: [New Brunswick Health Council](#)).

Health Zones (in relation to New Brunswick): Identified geographic sub-areas within a Regional Health Authorities (RHA) that correspond to organizational units within the larger geographic area of RHA.

Hub Location: The NB-IRDT Fredericton location which securely houses Personal Information in its custody as a Research Data Centre under PHIPAA and is responsible for the administration of NB-IRDT.

I

Identifying Information: Information that identifies an individual or could be used, either alone or with other information, to identify an individual under reasonably foreseeable circumstances (Source: [PHIPAA](#)).

Information Breach: See Privacy Breach.

Information Management Agreement (IMA): A formal contract to establish the terms and conditions for the transfer, receipt, retention, processing, storage, retrieval, Archiving or disposition of Personal Information and/or Personal Health Information or non-Personal Information (inclusive of the de-identification or otherwise transforming Personal Information and/or Personal Health Information) for the purposes of acting as an Information Manager.

Information Manager: An individual or organization that on behalf of a Custodian: processes, stores, retrieves, archives or disposes of Personal Information and/or Personal Health Information; de-identifies or otherwise transforms Personal Information and/or Personal Health Information; and/or provides information management or information technology services.

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Information Manager Data (at NB-IRDT): Pseudonymous Data provided by a Data Business Owner/Custodian and used for that Data Business Owner's purposes. At the NB-IRDT Hub Location, it is stored on a separate partition on the server, which is not part of the Data Platform.

Institute Identification Number (IIN): A randomly assigned unique and person-specific identification number used by the NB-IRDT to identify records belonging to the same individual within the data holdings of the institute. The IIN is generated by the Department of Health and assigned to the data records by the NB-IRDT using a Crosswalk File. There is no unique Identifying Information attached to this number.

J

There are currently no entries under the letter "J."

K

There are currently no entries under the letter "K."

L

Line Level Data aka Record Level Data: Data in which each record is related to a single individual (also referred to as "micro data").

M

Maritime SPOR SUPPORT Unit (MSSU): A maritime secondary education affiliated organization that seeks to address patient-oriented health issues through research by increasing the Use of routinely collected administrative health data and patient and treatment registries; enhancing and expanding data repositories that will link existing administrative health databases with patient and treatment registries; and, creating standardized analytic Data Sets and protocols for utilizing data to facilitate collaboration.

Master Data Set (Master Data): The original Data Set received by NB-IRDT from a Data Business Owner/Custodian, provided on an encrypted media transfer device.

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Mobile and Wireless Devices: Any portable computing device such as a smartphone, tablet, laptop, or handheld device.

Monitoring: An ongoing system of checks and balances conducted by NB-IRDT staff to ensure processes are working as intended. The intent of Monitoring is to identify gaps in processes as soon as possible so that mitigating measures can be implemented with promptness.

Morbidity: Having a disease or a symptom of disease (see Comorbidity), or the amount of disease within a population often expressed as a Morbidity rate (see Rate).

N

New Brunswick Institute for Research, Data and Training (NB-IRDT): A Research Data Centre as defined in RTIPPA and PHIPAA. Like other Research Data Centres, NB-IRDT has the authority to compile and link Personal Information and Personal Health Information for the purposes of research, analysis, or evidence-based decision-making. NB-IRDT has three locations, with the hub located in Fredericton, and Satellite Sites located in Saint John and Moncton. These facilities are situated on the University of New Brunswick (Fredericton) campus (Keirstead Hall, 38 Dineen Drive; Units 316, 317, and 317-A); on the Saint John campus (Hazen Hall, 93-97 Tucker Park Road; Unit 339); and, on the Université de Moncton campus (Bibliothèque Champlain, 415 avenue de l'Université; salle 031).

O

Open Data: Data that is freely available to the public and published in a way in which anyone can use, share, and manipulate for any purpose without restriction.

Operational and Business Records: All documents, regardless of format (e.g., paper, electronic), that outline and support the day-to-day business and operational functions, processes, transactions, services, and all other activities relating to the NB-IRDT.

Originator: The individual responsible for addressing the situation or call for a policy in their area of expertise. When appropriate, this individual may serve on behalf of a group of individuals.

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P

Password: A secret string of characters that must be used to permit access to a computer interface or system.

Personal Health Information: As defined in PHIPAA, means oral or recorded identifying information related to personal health that can be used to identify an individual if the information:

- relates to the individual's physical or mental health, family history or health care history, including genetic information about the individual;
- is the individual's registration information, including the Medicare number of the individual;
- relates to the provision of health care to the individual;
- relates to information about payments or eligibility for health care in respect of the individual, or eligibility for coverage for health care in respect of the individual;
- relates to the donation by the individual of any body part or bodily substance of the individual or is derived from the testing or examination of any body part or bodily substance;
- identifies the individual's substitute decision maker; and/or,
- identifies an individual's health care provider.

(Source: [PHIPAA](#))

Personal Information: As defined in RTIPPA, means oral or recorded identifying information related to an individual, including, but not limited to:

- the individual's name;
- the individual's home address, electronic mail address, home telephone or facsimile number;
- information about the individual's age, gender, sexual orientation, marital status, or family status;
- information about the individual's ancestry, race, colour, nationality, or national or ethnic origin;
- information about the individual's religion, religious belief(s), religious association or activity, or creed;
- personal health information about the individual;
- the individual's blood type, fingerprints, or other hereditary characteristics;
- information about the individual's political belief, association, or activity;
- information about the individual's education and employment or occupation or

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educational, employment or occupational history;

- information about the individual's source of income or financial circumstances, activities, or history;
- information about the individual's criminal history, including regulatory offences;
- the individual's own personal views or opinions, except if they are about another person;
- the views or opinions expressed about the individual by another person; and/or,
- an identifying number, symbol, or other particular assigned to the individual.

(Source: [RTIPPA](#))

Platform Data: Pseudonymous data received from a Data Business Owner/Custodian through Data Sharing Agreements available for Data Access Request for research purposes.

Prepared Data See Pseudonymous Data.

Principal Investigator (PI): The individual who holds principal responsibility for a research project such as a project grant recipient or the head of a laboratory, most often the lead researcher on the Data Access Request.

Privacy Audit: A systematic review and evaluation of privacy practices to measure ongoing compliance with privacy best practices and applicable provincial and federal privacy legislation. It includes following privacy practices through the Data Lifecycle (identification, compilation, access, Disclosure, and final disposition of data) to identify gaps or potential gaps in data handling practices that may lead to a Privacy Breach.

Privacy Breach: Occurs when there is an unauthorized collection, use, disclosure, retention, or destruction of personal information as described in Section 49(c) of PHIPAA, including personal health information that has been stolen, lost, or disposed of, except as permitted by the Act. Such activity is unauthorized if it occurs in contravention of applicable privacy legislation (PHIPAA and RTIPPA) or other applicable legislation. (Source: [PHIPAA](#) and [RTIPPA](#))

Privacy Breach / Incident Report: A report resulting from the completion of the *Record of Privacy Breach/Incident: Information on Discovery Form*.

Privacy Incident: A situation where the potential for a Privacy Breach existed but was addressed before a breach occurred.

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Privacy Impact Assessment (PIA): A policy process for identifying, assessing, and mitigating privacy risks. Government institutions are required to develop and maintain privacy impact assessments for all new or modified programs and activities that involve the use of Personal Information for an administrative purpose.

Program Data: Any non-identifiable Personal Information transferred to the secure custody of NB-IRDT in keeping with the terms and conditions of a signed Master or Data Sharing Agreement with the Data Business Owner/Custodian.

Project Amendment Request: An update to the approved Data Access Request form filled out by a researcher requesting modifications to an approved research project. States the nature of the modifications (e.g., the addition of a data set) and visibly highlights the changes in the form.

Project Closure (Research Project Closure): The procedures and actions to ensure NB-IRDT's responsibilities are met in terms of removing Approved Data Users access to the Secure Research Environment and/or Project Data Sets, and Project Data are moved to secure storage immediately following a Project End Date.

Project Data: Data prepared for a specific project and stored in a project folder, which consists only of information approved for a specific research project.

Project Data Set (s): Data prepared for a specific project and stored in a project folder, which consists only of information approved for a specific research project. Project Data Sets are generated by the NB-IRDT Database Administrator who extracts and links approved variables from platform and External Data Sets, including public databases (e.g., Census profiles and researcher's own databases).

Project End Date (Research Project End Date): The date project work ceases and Approved Data Users access to the Secure Research Environment and/or a Project Data Set are removed. This date coincides with one or more of the following: the Research Ethics Board expiration date, the end date set in the grant for evaluation work, the end date set in the Data Access Agreement (DAA)/contract, or, if prior to the approved end date on DAA, upon notice of project completion by the Principal Investigator.

Project Start Date (Research Project Start Date): The date on which project work may begin and Approved Data Users have access to the Secure Research Environment and/or a Project Data Set. This date coincides with the signature date of the Data Access Agreement for an approved research project.

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Project Lead: See Principal Investigator.

Protocol 6, Protocol 7, Protocol 8: A series of draft document templates that facilitate and ensure Privacy Impact Assessment provincial legislation requirements are met with respect to the Disclosure of Personal Health Information from the New Brunswick Department of Health.

- Protocol 6.0: Disclosure to Another Organization
- Protocol 7.0: Disclosure to a Researcher
- Protocol 8.0: Disclosure to a Research Data Centre

Pseudonymous Data: Information from which direct identifiers (e.g., name, Medicare numbers, social insurance number) have been eliminated or transformed, but indirect identifiers (e.g., date a service was accessed, medical diagnosis, length of hospital stay, occupation, level of education) remain intact.

Public Body: means (i) a department, secretariat, or office of the Province of New Brunswick, including but not limited to those portions of the public service specified in Part I of the First Schedule of the *Public Service Labour Relations Act*, (ii) a government body, board, Crown corporation, or commission listed under Part IV of the First Schedule of the *Public Service Labour Relations Act*, a government body, (iv) the office of a Minister of the Crown, or (v) a local public body; (b) but does not include (i) the office of a member of the Legislative Assembly, (ii) the office of an officer of the Legislative Assembly, or (iii) The Court of Appeal of New Brunswick, The Court of King's Bench of New Brunswick, the Provincial Court of New Brunswick or the Small Claims Court of New Brunswick (Source: [RTIPPA](#)).

Public Use: De-identified data records supplied with the intent of making them available for public Use.

Q

Qualitative Data: Data used to explore and understand people's beliefs, experiences, attitudes, or behaviours. Qualitative Data research involves questions about how and why. It does not include information in the form of numbers (e.g., Qualitative Data are not used to reflect how many people have tried to quit smoking but to reflect their experiences in trying to quit smoking).

Quantitative Data: Data collected and used for numerical analysis. They are used to find patterns and averages, make predictions, test causal relationships, and generalize results to wider populations (e.g., Quantitative Data are not used to reflect the personal experiences of individuals trying to quit smoking).

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but to ask how many people have tried to quit smoking).

R

Research Ethics Board (REB): A body of researchers, community members, and others with specific expertise (e.g., in ethics, in relevant research disciplines) established by an institution to review the ethical acceptability of all research involving humans conducted within the institution's jurisdiction or under its auspices (Source: [TCPS2 2022](#)).

Research Data Centre (RDC): A public body that compiles and links personal information or personal health information for the purposes of research, analysis, or evidence-based decision-making (Source: [PHIPAA](#)).

Research Product Data: Research data output from an approved research project.

Rules of Minimum: As defined in Section 32 (1) (2) & (3) of PHIPAA, this rule restricts the use of personal health information by a custodian to "be limited to the minimum amount of information necessary to accomplish the purpose for which it is used." (Source: [PHIPAA](#))

S

Satellite Site(s): Physical facilities located in Saint John and Moncton for the Secure Research Environment where NB-IRDT Approved Data User(s) may access project-specific, de-identified, Personal Information provided through a dedicated and secure fiber optic network connection to servers at the Hub Location (Fredericton).

Securely Delete: Data destroyed in such a manner that reconstruction is not reasonably foreseeable in the circumstances.

Securely Destroyed: Data that are destroyed in such a manner that reconstruction is not reasonably foreseeable in the circumstances.

Secure Research Environment (SRE): The infrastructure housing NB-IRDT data resources and equipment for accessing resources. The facilities are located on the University of New Brunswick

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(Fredericton) campus (Keirstead Hall, 38 Dineen Drive; Units 316, 317, and 317-A); on the Saint John campus (Hazen Hall, 93-97 Tucker Park Road; Unit 339); and, on the Université de Moncton campus (Bibliothèque Champlain, 415 avenue de l'Université; salle 031). The buildings housing these facilities are under respective campus security surveillance.

Security Personnel: Members of an NB-IRDT affiliated campus security team. Security Personnel have the authority to access the physical facilities when called for emergency or when there is suspicion of unauthorized activity.

Service Personnel: Custodial, maintenance, or other servicing personnel who are either Employees of an NB-IRDT affiliated University or contracted through the University, and require occasional access to carry out custodial, service provision, or maintenance duties.

Source Identification (SID) File: A component of the Crosswalk File process. Prepared by Data Business Owners/Custodians, the file contains a unique number for each record (the interim record identification), Medicare number, name, date of birth, address, and sex. This file is shared with the New Brunswick Department of Health to create the Crosswalk File.

Stakeholder: Persons, groups, or organizations with an interest or concern in NB-IRDT (i.e., New Brunswick citizens, as Government of New Brunswick data is used for the purpose of assisting to inform public policy) including any Data Business Owners who have shared data with NB-IRDT, researchers and research organizations who access data, and UNB.

Storage of Data: The long-term retention of selected data following the NB-IRDT Data Retention and Disposition Schedule and/or Data Sharing Agreements identifying both the length of storage retention and disposition method of data with set start and end dates.

Summary Level Data: The result of applying statistical procedures (e.g., weighting, imputation) and analyses (e.g., means, regression) to micro level Data Sets.

Suspected Breach: An unconfirmed occurrence of an unauthorized collection, use, disclosure, retention, or destruction of personal information as described in Section 49(1)(c) of PHIPAA. (Source: [PHIPAA](#))

System Administrator Passwords: Passwords for routers, switches, WAN links, firewalls, servers, internet connections, administrative-level network operating system accounts, and other IT resources.

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Systems: All computing resources held and maintained within the NB-IRDT Secure Research Environment, be they hardware, software, operating systems, platforms, or programs that facilitate the operation of data collection, access, and storage.

T

Threat and Risk Assessment (TRA): An examination of the pre-production information system to determine the current operational risks and provide recommendations to reduce the risk to an acceptable level before signing off by the system owner(s). Considerations of this analysis and the resultant recommendations will ensure that the correct level of assurance and due diligence have been applied in the NB-IRDT environment.

Tri-Council Policy Statement (TCPS): This refers to the Tri-Council Policy Statement “Ethical Conduct for Research Involving Humans” originally adopted in August 1998 by the Medical Research Council of Canada, the Natural Sciences and Engineering Research Council of Canada, and the Social Sciences and Humanities Research Council of Canada, and includes any amendments or successor statements. (Source: [TCPS2 2022](#))

U

Unauthorized Person(s): Any individual (including any student, trainee, Visitor, potential researcher) who has not been issued access to a NB-IRDT facility and/or its resources.

Use (of Personal Information): In relation to Personal Information in the custody of, or under the control of a Custodian or a person, means to handle or deal with information, but does not include the Disclosure of information.

User: Any individual requesting access to the NB-IRDT database resources, this includes UNB faculty members, Employees of NB-IRDT, students, and government employees.

V

Vetting: Prior to the Disclosure of data from the Secure Research Environment a set of Vetting rules are applied to the proposed release. The application of these rules protects against the unintentional Disclosure of personal and personal health data. These rules do not assess the quality of the results. When output is produced and presented for Vetting it is the responsibility

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of the data User to assess the quality of their results. NB-IRDT screens the output request for data protection and not for publishable quality.

Visitor(s): All persons requesting or requiring access to a NB-IRDT Secure Research Environment who are *not* NB-IRDT Employees or NB-IRDT Approved Data User(s).

W

There are currently no entries under the letter “W.”

X

There are currently no entries under the letter “X.”

Y

There are currently no entries under the “Y.”

Z

There are currently no entries under the letter “Z.”

Glossary

Acronyms

Acronym	Represents
CRC	Criminal Record Check
DBA	Database Administrator
DRC	Data and Research Committee
DSA	Data Sharing Agreement
IDS	Individual Disclosure Schedule
IIN	Institute Identification Number Institute ID Number
IMA	Information Management Agreement
IAPP	The International Association of Privacy Professionals
MDSA	Master Data Sharing Agreement
NB-IRDT	New Brunswick Institute for Research Data and Training
ORS	Office of Research Services
PHI	Personal Health Information
PHIPAA	Personal Health Information Privacy and Access Act, SNB 2009, c P-7.05
PI	Principal Investigator
PI	Personal Information
PIA	Privacy Impact Assessment
REB	Research Ethics Board
RTIPPA	Right to Information and Protection of Privacy Act, SNB 2009, c R-10.6
SDC	Strategic Directions Committee
SID	System Identification Number
SRE	Secure Research Environment

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Acronym	Represents
SSHRC	Social Sciences and Humanities Research Council
TRA	Threat and Risk Assessment
TCPS	Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2022
UNB	University of New Brunswick

Document Version

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1.0	MSSU/NB-IRDT Staff	Document Creation		October 2014
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Working document			October 1, 2014	January 22, 2015

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2.0	Kyle Rogers D. Curtis Maillet	Additional terms, text clarification, Revisions for 2018 Expansion		October 11, 2015
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2.4	Donna Curtis Maillet	Minor edits to align with PIA 2021-2022	January 20, 2022	
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Version	Author	Nature of Change		Date
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