**Confidentiality Agreement and Conflict of Interest Disclosure**

**Know all Men by these Presents:**

In view of the appointment of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** as an Administrative Staff of the Mary Mediatrix Medical Center – Research Ethics Review Committee, and hereinafter referred to as the ***Undersigned***, and whereas:

the appointment of the ***Undersigned*** as an Administrative Staff of MMMC-RERC is based on individual merits and not as an advocate or representative of a home province/ territory/ community nor as the delegate of any organization or private interest;

the MMMC-RERC must meet the highest ethical standards in order to merit the trust and confidence of the communities in the protection of the rights and well-being of human subjects;

the following terms and conditions covering **Confidentiality and Conflict of Interest** arising in the discharge of said appointed MMMC-RERC Administrative Staff’s functions, are hereby stipulated in this agreement for purposes of ensuring the same high standards of ethical behavior necessary for the MMMC-RERC to carry out its mandate.

**Confidentiality**

This Agreement thus encompasses any information deemed Confidential, Privileged, or Proprietary provided to and/or otherwise received by the ***Undersigned*** in conjunction with and/or in the course of the performance of his/her duties as Administrative Staff of the MMMC-RERC.

Any written information provided to the ***Undersigned*** that is of a Confidential, Privileged, or Proprietary in nature shall be identified accordingly. Written Confidential information provided for review shall not be copied or retained. All Confidential information (and any copies and notes thereof) shall remain the sole property of the MMMC-RERC.

As such, the ***Undersigned*** agrees to hold in trust and in confidence all Confidential, Privileged or Proprietary information, including trade secrets and other intellectual property rights (hereinafter collectively referred to as the “information”). Moreover, the ***Undersigned*** agrees that the information shall be used only for contemplated purposes and none other. Neither shall the said information be disclosed to any third party.

The ***Undersigned*** further agrees not to disclose or utilize, directly or indirectly, any information belonging to a third party, in fulfilling this agreement. Furthermore, the ***Undersigned*** confirms that her performance of this agreement is consistent with MMMC’S policies and any contractual obligations owed to third parties.

**Conflict of Interest**

It is recognized that the potential for conflict of interest will always exist; however, there is concomitant faith in the ability of the MMMC-RERC to manage these conflict issues, if any, in such a way that the ultimate outcome of the protection of human subjects remains.

It is the policy of the MMMC-RERC that no member may participate in the review, comment or approval of any activity in which he/she has a conflict of interest except to provide information as requested by the MMMC-RERC.

The ***Undersigned*** will immediately disclose to the MMMC-RERC Chair any actual or potential conflict of interest that he/she may have in relation to any particular proposal submitted for review by the Board, and to abstain from any participation in discussions or recommendations in respect of such proposals.

If an applicant submitting a protocol believes that an MMMC-RERC member has a potential conflict, the investigator may request that the member be excluded from the review of the protocol.

The request must be in writing and addressed to the Chair. The request must contain evidence that substantiates the claim that a conflict exists with the MMMC-RERC member(s) in question. The Board may elect to investigate the applicant’s claim of the potential conflict.

When a member has a conflict of interest, the member should notify the Chair and may not participate in the MMMC-RERC review or approval except to provide information requested by the Board.

Examples of conflict of interest cases may include but is not limited to any of the following:

* A member is involved in a potentially competing research program.
* Access to funding or intellectual information may provide an unfair competitive advantage.
* A member’s personal biases may interfere with his or her impartial judgment.

**Agreement on Confidentiality and Conflict of Interest**

[*To the Undersigned:* Please sign and date this Agreement, if you agree with the terms and conditions set forth above. The original (signed and dated Agreement) will be kept on file in the custody of the MMMC-RERC. A copy will be given to you for your records.]

In the course of my activities as a member of the MMMC-RERC, I will be provided with confidential information and documentation (which we will refer to as the "Confidential Information"). I agree to take reasonable measures to protect the Confidential Information, subject to applicable legislation, not to disclose the Confidential Information to any person; not to use the Confidential Information for any purpose outside the Board's mandate, and in particular, in a manner which would result in a benefit to myself or any third party; and to return all Confidential Information (including any minutes or notes I have made as part of my Board duties) to the Chairperson upon termination of my functions as a Board member.

Whenever I have a conflict of interest, I shall immediately inform the Chair not to count me toward a quorum for voting.

I have read and accept the aforementioned terms and conditions as explained in this Agreement.

 **NAME OF APPOINTEE / SIGNATURE**

Date: <dd/mm/yyyy>

**Noted:**

NARCISA SONIA COMIA

CHAIR, MMMC-RERC

Date: <dd/mm/yyyy>