Please find below a list of action items that are required for the transfer of a data set containing Personal Information and or Personal Health Information to NB-IRDT.

If you need additional information or if would like to discuss any of the attached requirements or materials please do not hesitate to reach out us:

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| Partnership Liaison: | E: [Jennifer.moorcraft@unb.ca](mailto:Jennifer.moorcraft@unb.ca) | T: (506) 447-3320 |
| Data Planning and Development Coordinator: | E: [melanie.buyting@unb.ca](mailto:melanie.buyting@unb.ca) or [NB-IRDTdata@unb.ca](mailto:NB-IRDTdata@unb.ca) | T: (506) 458-7731 |
| Privacy Officer: | E: [donna.curtismaillet@unb.ca](mailto:donna.curtismaillet@unb.ca) or [nb-irdtprivacy@unb.ca](mailto:nb-irdtprivacy@unb.ca) | T: (506) 443-3927 |
| Senior Data Consultant (Dept. Health): | E: [Sean.Wiseman@gnb.ca](mailto:Sean.Wiseman@gnb.ca) | T: (506) 453-3345 |

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| **Action** | **Assistance Available** | **Example/Template** |
| NB-IRDT Overview | Jennifer Moorcraft, Partnership Liaison | N/A |
| Negotiate a Data Sharing Agreement or confirm Master Data Sharing Agreement is in place | Melanie Buyting, Data Planning and Development Coordinator | Yes |
| Identify the dataset data business owner/signing authority | *Completed by Business Owner* | NA |
| Identify Privacy Officer or equivalent legal counsel for data business owner to identify in-house privacy requirements and facilitate the completion of a dataset Privacy Impact Assessment | *Completed by Business Owner* | NA |
| Identify data set experts (to advise on variables, data dictionary development, etc. and prepare data for transfer when ready) | *Completed by Business Owner* | N/A |
| Complete Individual Disclosure Schedule – requires identification of all variable names/signature of data business owner | Melanie Buyting, Data Planning and Development Coordinator | Yes |
| Complete Privacy Impact Assessment | Donna Curtis Maillet, Privacy Officer | Yes |
| Submit Privacy Impact Assessment for review and approval with Privacy Officer | Donna Curtis Maillet, Privacy Officer | N/A |
| Complete Crosswalk Application with Department of Health | Sean Wiseman, Senior Data Consultant | Yes |
| Complete Crosswalk Data Sharing Agreement | Sean Wiseman, Senior Data Consultant | Yes |
| Prepare and transfer data to NB-IRDT secure facilities, and Department of Health | Melanie Buyting, Data Planning and Development Coordinator & Sean Wiseman, Senior Data Consultant | N/A |

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