

1.20 DATA USE POLICY

A. POLICY

To define qualifications and procedures for requesting and obtaining de-identified data set for use in research and publication.

B. OPERATIONAL GUIDELINES

Disclosure of De-Identified Data Set

GAPNA will provide use of any de-identified data set to a Primary Investigator (PI) who is a member in good standing upon approval of a completed Data Use Agreement. In the case of a student project, the student and advisor or one committee member must also be a member of GAPNA.

Under the terms and conditions set forth in this policy, applicant should complete the Data Use Agreement and disclose to GAPNA a meaningful description of the requested data, research/project questions or hypotheses and expected outcomes of data use, timeline, dissemination plan, and provide evidence of IRB review and approval.

Except as otherwise specified herein, data recipient may only use and disclose the requested data in a manner that is consistent with the specific purposes described in the Data Use Agreement. Any change to the proposed uses must be agreed to in writing in advance of any such change.

Persons Authorized to Use Disclosed Data

In addition to the Data Recipient, only the individuals listed specifically in the Data Use Agreement are permitted to use or receive the requested data for the purposes described in the Data Use Agreement. Unauthorized disclosure of Data may result in decline of future requests. If a request for data is approved, the National Office will make arrangements for secure access to approved data.

Obligations of the Data Recipient

Data Recipient agrees to the following:

- 1.1 Data Recipient agrees to use appropriate safeguards to prevent Use or Disclosure of the Data other than as provided for by this Agreement. The Data Recipient will describe the safeguards being used to prevent unauthorized Use or Disclosure of the Disclosed Data.
- 1.2 Data Recipient agrees that it will not disclose any Data to any agent including advisor or committee members of student PI, or a subcontractor, without prior written approval from GAPNA, and only if such agent agrees to the same restrictions and conditions that apply to the Data Recipient.
- 1.3 Breach of Privacy or Security Obligations.
 - 1.3.1 Notice to GAPNA. Data Recipient will notify GAPNA following discovery and without unreasonable delay but in no event later than five (5) business days following discovery of any Breach of data security.
 - 1.3.2 Reporting to GAPNA. For any Breach, Data Recipient, without unreasonable delay, but in no event later than ten (10) business days after Data Recipient learns of such Breach, shall

provide GAPNA a written report that will identify: the nature and date of the Breach and corrective action taken.

Persons Designated to Disclose Data

GAPNA shall form a Data Request Review committee of no less than three individuals to evaluate requests and make recommendations to the GAPNA President regarding access and use of data under GAPNA ownership. This Committee shall be appointed by the Board of Directors and have at minimum one nurse researcher, and one representative from the Research Committee. Requests for data will be evaluated by the Committee within 30 days of receipt. Each request should be reviewed and recommendation agreed upon by 2 of the 3 Committee members. Recommendations for action on requests will be approved by the GAPNA President and one other member of the Board of Directors. If a request for data is approved, the National Office will make arrangements for secure access to approved data.

All requests for data disclosure should be accompanied by a plan for dissemination and the requestor is responsible for meeting these obligations. Failure to meet the dissemination obligations as outlined in the agreement may result in decline of future data requests.

Recipients must also provide proper attribution to GAPNA in connection with use of any data. Recipients may not use the data in any manner that implies, suggests, or could otherwise be perceived as attributing a particular policy or lobbying objective or opinion to GAPNA.

The following statement must be included in any dissemination of findings *“The data discussed herein was obtained from the Gerontological Advanced Practice Nurses Association (GAPNA) study on (insert parent source here). The views and conclusions expressed are those of the authors not necessarily those of GAPNA.”*