Perinatal Services BC
An agency of the Provincial Health Services Authority

PROJECT CLOSURE AND DATA DESTRUCTION

The purpose of this document is to confirm the destruction and/or return of the data provided by Perinatal Services BC (PSBC) per the terms of the Application for Access to Health Data for Research Purposes (Data Access Request). A signed Declaration of Destruction Section and Confirmation of receipt by PSBC constitutes closure of the project. Guidelines for Data Destruction are found in Appendix I.

Project Title:	
Applicant:	
Supervisor (student projects only):	

Original Media

The original media (e.g. CD, DVD, flash drives) on which the Data were provided by PSBC must be destroyed using the methods described in Appendix 1.

☐ **If the media was returned to PSBC, please provide the date:**

☐ **If the media was destroyed by the Applicant using methods describe in Appendix 1, please provide the date:**

Summary of Original Media Data Destruction:

Please specify the details of Data destruction in the table below:

Data Delivery Date	Data Delivery Contents Title	Data Delivery Type	Destruction Method	Destruction Date / Return Date
e.g., MM/DD/YYYY	BC Induction Rates	CD	Mechanical shredder	MM/DD/YYYY

Copies of Data and Derived Information

All electronic copies of Data in ALL devices (e.g., desktops, laptops, hard drives) throughout the entire duration of the project, including devices used by all team members with access to the data MUST be destroyed using the methods described in Appendix 1. Please complete the following section as applicable.

West Tower, 3rd Floor, 555 West 12th Avenue
Vancouver, BC V5Z 3X7
Main Line: 604.877.2121
Fax: 604.872.1987
www.perinatalservicesbc.ca

A. Electronic Copies of the Data from PSBC and Derived Information

Important: Data should not be stored on any portable or removable devices (e.g., laptop, USB)) regardless of encryption.

☐ Electronic Copies of Data Destroyed.

If you have stored Data on a laptop or an electronic storage device, please follow the Data erasure procedure using the recommended wiping software and continue with Option-1 below.

Option 1
If you have followed the erasure procedure provided which requires the use of wiping software please fill out the following:

Data Storage Location (i.e., Work Station and Physical Location/Address):

Wiping software used:

☐ Data storage path(s) on above noted device provided to PSBC

☐ Log output from wiping software/erasure program provided to PSBC

Option 2
If you did not use the above noted procedure using the recommended wiping software, please explain in detail your data destruction methods:

☐ Electronic Copies of Research Data have NOT been destroyed. Please explain:

West Tower, 3rd Floor, 555 West 12th Avenue
Vancouver, BC V5Z 3X7
Main Line: 604.877.2121
Fax: 604.872.1987
www.perinatalservicesbc.ca

B. Paper Records

All paper records of the Data extract MUST be destroyed using the methods described in Appendix1.

☐ Paper records have been destroyed. Method:

☐ Paper records have NOT been destroyed**.** Please explain:

☐ Paper records were not created.

West Tower, 3rd Floor, 555 West 12th Avenue
Vancouver, BC V5Z 3X7
Main Line: 604.877.2121
Fax: 604.872.1987
www.perinatalservicesbc.ca

Perinatal Services BC
An agency of the Provincial Health Services Authority

DECLARATION OF DESTRUCTION

This document will become a schedule to the Application for Access to Health Data for Research Purposes approved on

I, (the Applicant) declare that the information provided in this document is accurate, complete and correct. I declare that I have destroyed all original media, copies of the Data, derived information and paper records for the project

(Project Title).

SIGNED
by the Applicant

(Witness)

Title:

Organization:

DATE:

SIGNED
by the Supervisor (student projects only)

(Witness)

Title:

Organization:

DATE:

West Tower, 3rd Floor, 555 West 12th Avenue
Vancouver, BC V5Z 3X7
Main Line: 604.877.2121
Fax: 604.872.1987
www.perinatalservicesbc.ca

Perinatal Services BC
An agency of the Provincial Health Services Authority

DECLARATION THAT THE DATA HAS BEEN RETURNED TO PSBC

This document will become a schedule to the Application for Access to Health Data for Research Purposes approved on

I, (the Applicant) declare that the information provided in this document is accurate, complete and correct. I declare that I have returned all original media, copies of the Data, derived information and paper records for the project to PSBC

(Project Title).

SIGNED
by the Applicant

(Witness)

Title:

Organization:

DATE:

SIGNED
by the Supervisor (student projects only)

(Witness)

Title:

Organization:

DATE:

Confirmation of Project Closure - For PSBC Use Only	
Project Title:	
Project Number:	
Applicant:	
Date Closed:	

West Tower, 3rd Floor, 555 West 12th Avenue
Vancouver, BC V5Z 3X7
Main Line: 604.877.2121
Fax: 604.872.1987
www.perinatalservicesbc.ca

Perinatal Services BC
An agency of the Provincial Health Services Authority

GUIDELINES FOR DATA DESTRUCTION

The data and any copies (including data in user-restricted network/server folders, all backup and historical copies of the data) must be destroyed using a method of destruction that will render the data unreadable through the use of an appropriate mechanical, physical or electronic process and converted into such a form that cannot be reconstructed in whole or in part.

A. Electronic Copies of the Data from PSBC and Derived Information

Electronic copies of Data include all Data and related materials containing Data from PSBC or linked records generated with Data from PSBC, may include but not limited to the following:

- Derived data
- Duplicated data
- Analysis tables
- Working files
- Backup files
- Data on server
- Temporary files
- Information generated by linking other information to the data
- Data located in files such as word processing documents, spreadsheet workbooks, presentation slides.

i. Magnetic Media (e.g., Hard Drives, Magnetic Tape)

Magnetic media are storage mediums on which digital or analog information is recorded as magnetic signals, such as computer hard drives, magnetic tapes, and floppy disks. For magnetic media and read-write media, either physical destruction or over-writing may be used.

Over-writing is a method used to clear Data from magnetic media that utilizes a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located. To ensure that the original Data is rendered irrecoverable, the areas of the disk holding the Data must be over-written, several times, with random data. The number of overwrites required depends on a number of factors, including the drive type and file system format, but typically, in order to defeat all but the most sophisticated of forensic recoveries, three passes is usually sufficient.

Physical destruction is the preferred sanitization method because this ensures that Data can never be recovered. Mechanical shredding and incineration are such measures used for disposition of sensitive data.

Please note that "regular" deletion of files is not adequate (including the "Empty Trash" feature) - the data still exists on the disk; it is merely the index pointers to the data which are removed in such an operation.

The following is an example of a security tool which is effective and readily available.

- MS Windows, MacOS, Linux – BC Wipe (www.jetico.com)

ii. Optical Media (e.g., CD, DVD)

Optical media are storage mediums that hold content in digital form, written and read by laser technology. If there are copies of Data on optical media such as CDs and DVDs, the best approach to destroy the media is physical destruction such as use of a mechanical shredder. Optical media are not magnetic and the Data cannot be overwritten, thus physical destruction is the only choice.

B. Paper Records

Paper records should be destroyed in a manner that leaves no possibility for reconstruction of information. The appropriate method for destroying paper records is cross-cut shredding.

West Tower, 3rd Floor, 555 West 12th Avenue
Vancouver, BC V5Z 3X7
Main Line: 604.877.2121
Fax: 604.872.1987
www.perinatalservicesbc.ca