

## Women's College Hospital Research Ethics Board SOP Addendum

The WCH REB has adopted the N2/CAREB REB SOPs. This SOP addendum is to be used in tandem with the N2/CAREB SOP to address any WCH specific process differences.

### SOP 303.03 Document Management

SOP Section	Addendum
5.3 Document Access, Storage and Archiving	
5.3.2 The REB records are housed securely with back-up, disaster and recovery systems in place.	REB records and documents are housed securely as per applicable system of record e.g. paper and electronic format. Paper documents do not have a back-up, disaster or recovery system in place.
5.4 Confidentiality and Document Destruction	
5.4.4 The REB will retain required records (e.g. research-related or REB administrative documents, as applicable) for a minimum of 3 years after completion/termination of the trial, or for the maximum amount of time stipulated in any applicable governing regulation(s) e.g. 25 years for Health Canada regulated research;	The REB will retain required records (e.g. research-related or REB administrative documents, as applicable) for a 7 years after completion/termination of the trial, or for the maximum amount of time stipulated in any applicable governing regulation(s) e.g. 15 years for Health Canada regulated research;

Revision History	
Date/Version	Summary of Change
December 7, 2022	Original version
This SOP Addendum has been reviewed and approved for use by the WCH REB	