

**Date:** February 10, 2011

**From:** Deputy Chief Research and Development Officer (151)  
Director, Information Access and Privacy Office (19F)  
Director, Field Security Service (005R5)

**Subj:** Checklist for Reviewing Privacy, Confidentiality and Information Security in Research

**To:** Facility Associate Chiefs of Staff for Research

**Thru:** Medical Center Directors

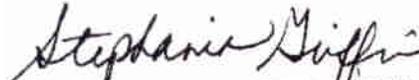
1. Attached you will find a Checklist for Reviewing Privacy, Confidentiality and Information Security in Research. Also attached are instructions for use of the Checklist. All VA research programs are highly encouraged to use the Checklist in order to provide complete and consistent documentation.
2. Privacy Officers and Information Security Officers will be expected to review studies against the requirements set forth in the Checklist and will be looking for documentation to support their review. Principle Investigators may utilize the outline properties of the Checklist when documenting their plans for protecting the privacy, confidentiality and security of the information.
3. The attached instructions offer comments on utilizing the Checklist effectively. You will note that facilities are not expected to re-review existing studies solely for the purpose of utilizing the checklist. Principle Investigators should consult with their Institutional Review Board administrator concerning whether or not a change in data privacy, confidentiality or security requires an amendment to the protocol.
4. Also note that it may not be necessary to document every checklist item in the protocol. If an item does not apply to the study, it should be so stated on the Checklist.
5. OI&T plans to develop a training session on use of the Checklist. In the meantime research staff, Privacy Officers, and Information Security Officers are encouraged to use the Checklist and become familiar with it as familiarity with the Checklist will contribute to a more productive training session.
6. VA's OI&T Field Security Service and VHA's Information Access and Privacy Office support the use of the Checklist as you will note by the signatures below.
7. When implementing the Checklist, the Office of the Associate Chief of Staff for Research should coordinate its implementation. Privacy Officers and Information Security Officers are expected to cooperate and support Research staff in this effort.

**TO: Facility Associate Chiefs of Staff for Research**  
**Page 2**

8. Questions on the Checklist should be referred to the contacts listed below via e-mail:
- a. Privacy and confidentiality questions should be addressed to Patricia Christensen.
  - b. Information security questions should be addressed to Lucy Fleming.
  - c. Policy and emerging issues questions should be addressed to Dr. Brenda Cuccherini.
9. Your cooperation in implementing the Checklist is appreciated.



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**Director, Field Security Service**



**STEPHANIA GRIFFIN, RHIA, CIPP/G**  
**Director, Information Access and Privacy Office**



**TIMOTHY J. O'LEARY, MD, PhD**

**Attachments: 2**