# Undertaking of Confidentiality (s.29)

**Australian Institute of Health and Welfare Ethics Committee**

**Undertaking of Confidentiality (s.29) for an approved project**

This form is to be used to add staff working on a project already approved by the Australian Institute of Health and Welfare Committee (the Committee), including a change of Principal Investigator. It is to be accompanied by an *Amendment request form* which can be found here: <http://www.aihw.gov.au/ethics/how-to-use-ethos/>

Any other project changes, e.g. requests for an extension of time, or changes to the methodology, are to be submitted using the amendment form. Penalties apply for not seeking approval for changes *before* they are implemented including possible withdrawal of access to AIHW-supplied data.

Please note that it is a condition of Committee approval that a project continues to comply with the ethical and legislative requirements for research as set out in the following:

* *Australian Institute of Health and Welfare Act* *1987*;
* *Australian Institute of Health and Welfare Ethics Committee Regulations 1989*;
* *Privacy Act 1988* *(Commonwealth)*;
* *National statement on ethical conduct in human research (2007);* and
* *Australian code for the responsible conduct of research (2007)*.

Please submit this form electronically to [ethicssec@aihw.gov.au](mailto:ethicssec@aihw.gov.au) and include the project’s EC/EO number in the subject line together with the amendment request as explained above.

For assistance please contact the Ethics Manager at: [ethicssec@aihw.gov.au](mailto:ethicssec@aihw.gov.au) (02) 6249 5004.

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| 1. **CURRENT PROJECT STATUS** |

This section confirms current records and approval details that *you hold* in your records

|  |  |
| --- | --- |
| EC/EO reference number |  |
| Project title |  |
| Principal Investigator |  |
| Organisational affiliation |  |
| Date of original approval |  |
| Date approval valid to, i.e. most current approval date |  |

All employees of the organisation seeking access to AIHW supplied data and not listed on the original application (or any subsequent approved amendments) must be listed and must agree to comply with the conditions included in the undertaking accompanying the original application.

*It is the responsibility of the Principal Investigator to ensure that there is compliance with these requirements via the Annual Monitoring form found on* [*http://www.aihw.gov.au/ethics/how-to-use-ethos/*](http://www.aihw.gov.au/ethics/how-to-use-ethos/)*.*

*Individuals agree to comply by signing this form.*

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| New Principal Investigator who will have access to AIHW supplied data EC/EO reference number  Name:  Position:  Organisation/Unit:  Signature:  Date: Witness  Name:  Position:  Organisation/Unit:  Signature:  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Details and signed undertaking of any other person/s new to the project team who will have access to AIHW supplied dataAdditional Name  EC/EO reference number  Name:  Position:  Organisation/Unit:  Signature:  Date: Witness  Name:  Position:  Organisation/Unit:  Signature:  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Additional Name  EC/EO reference number  Name:  Position:  Organisation/Unit:  Signature:  Date: Witness  Name:  Position:  Organisation/Unit:  Signature:  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Additional Name  EC/EO reference number  Name:  Position:  Organisation/Unit:  Signature:  Date: Witness  Name:  Position:  Organisation/Unit:  Signature:  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |