

1. Have you read the [Borealis Statement on Sensitive and Confidential Data in Borealis](#)?

No

Yes

Please read the Statement then return to this checklist.

2a. Do you have approval to deposit and/or share the dataset (open/controlled access) in Borealis (or other repository) from your institution's Research Ethics Board (REB)?

No

Please contact your institution or REB (if applicable).

Not Applicable (e.g. exempt from REB approval).

Yes

2b. For the dataset being deposited, have all study participants given explicit informed consent allowing their data to be shared in Borealis or another public access repository for activities such as data sharing and reuse, long-term storage, and preservation?

No

Please contact your REB to discuss your options under TCPS2.

Not Applicable (eg. research did not have consent forms)

Yes

2c. Please state the specific conditions which study participants consent to for deposit and/or sharing, as stated in the study terms/consent form.

E.g. data sharing agreement(s) approved by REB, explicit consent statement from forms

Note: If individual participants have not given consent, their data should not be included in the deposit. Do not upload any signed consent forms in your dataset to Borealis.
If data storage is external to Borealis, data will not be subject to the Borealis backup and preservation plans.

3a. Does the dataset contain information that could directly or indirectly identify a subject, except where the release of such identifying information has no potential for constituting an unwarranted invasion of privacy and/or breach of confidentiality (as defined in the [Borealis Terms of Use](#))?

Not sure

Please [contact your institutional administrator](#) for support.

Yes

3b. If your data contains personally identifiable information (PII), does the dataset comply with one or more exceptions for sharing?
Borealis does not allow deposit of PII data, except if:

- The information has been previously released to the public.
- The information describes public figures and relates to their public roles or other non-sensitive subjects.
- A significant length of time has passed since information collection; it is considered historic.
- All identified subjects have given explicit informed consent allowing public release of their information.
- All information was collected with an explicit statement of its public nature, such as for governmental regulatory purposes.
- For federal records **only** (i.e., created by a Canadian federal government agency or under a federal contract), all identified subjects are deceased and no federal statute explicitly restricts the release of the information.

No

3c. Have you permanently removed direct identifiers, (or) limited indirect identifiers, (or) omitted any code allowing linkages, or otherwise de-identified/anonymized your data for deposit in Borealis?

No

The dataset cannot (yet) be deposited. Please contact [your institutional administrator](#) and consult other guides for support with de-identified/anonymized datasets.

Yes

Proceed to the "Next Steps" below this checklist.

No