

Confidentiality Agreement: Patient and Public Involvement Representatives

I: Background

- 1.1 Prostate Cancer UK has established the RAC PPI Representatives to represent the views of people living with prostate cancer and advise the RAC as to their views on the patient and public involvement in the clinical research grant applications submitted to Prostate Cancer UK for funding.
- 1.2 It is important to take steps to ensure that any sensitive information is properly safeguarded and that full openness in discussion is not hampered by any concern that information provided to the RAC PPI Representatives might be used inappropriately. This agreement sets out the information which members of the RAC PPI Representatives may have access to, along with the steps that must be taken to ensure that any sensitive or privileged information remains confidential.

2: Policy

- 2.1 Members of the RAC PPI Representatives will have access to confidential information relating to research grant applications, particularly information regarding proposed clinical studies received by Prostate Cancer UK. Whilst applicants have been informed that they should not include any confidential or commercially sensitive information in the lay summary of the application form, the other sections within the applications may contain sensitive information. Members of the RAC PPI Representatives are therefore likely to have access to confidential information which may not be known to the public.
- 2.2 Furthermore, members of the RAC PPI Representatives will be involved in the assessment of, and be privy to confidential discussions about, research grant applications submitted to Prostate Cancer UK for funding. Members of the RAC PPI Representatives may also know the outcome of the grant applications before the researchers have been notified. It is therefore, extremely important for RAC PPI Representatives to:
 - Keep all of the information somewhere safe
 - Not give any of the information to, or discuss it with, anyone who isn't involved in the RAC PPI Representatives network
 - Destroy all information/meeting papers when the grant round has finished.
- 2.3 It is possible for members of the RAC PPI Representatives to have a conflict of interest relating to a particular application. Examples of a conflict of interest include (but are not limited to):
 - A professional or social relationship with an applicant

- If a member is the patient of an applicant
- Involvement in a grant application before it was submitted
- Involvement in a separate active project with an applicant
- An intention to take part in the proposed research (if funded)
- If the panel member could gain financially from the research in any way (outside of the role)

Any such conflict of interest should be raised with members of staff at Prostate Cancer UK as early as possible and the person should not be involved in the discussions for that particular application.

- 2.4 Prostate Cancer UK will ensure that information contributed to, or derived from, the work of the RAC PPI Representatives is handled with proper regard to confidentiality. As part of this commitment, all members of the RAC PPI Representatives are required to sign the Confidentiality Agreement set out below.

3: Agreement

- 3.1 I understand that, as a RAC PPI Representative, I will be provided with information concerning research undertaken or proposed to be undertaken, by a range of researchers and institutions. I also understand that much of this information will be regarded as confidential.
- 3.2 I hereby agree to keep all information supplied to me as a RAC PPI Representative, secret and confidential and not to divulge the same to any third party, nor to make any personal use of such information.
- 3.3 The above undertaking shall not apply to:
- a) information which at the time of disclosure to me has already been published or otherwise has been made generally available to the public
 - b) information which after disclosure to me is then published or made generally available to the public, otherwise than through any act or omission on my part
 - c) information which I can clearly demonstrate was already in my possession at the time of disclosure and was not acquired directly or indirectly from the research institution responsible for that information or from Prostate Cancer UK