

**Ottawa Health Science Network Research Ethics Board (OHSN-REB) /  
Conseil d'éthique de la recherche du réseau de science de la santé d'Ottawa (CÉR-RSSO)**

**RESEARCH PARTICIPANT CONSENT TO COMMUNICATE BY EMAIL**

**Patient (or SDM, if applicable) Name:** \_\_\_\_\_

**Please check each box to indicate each item below has been read:**

- Email is not secure. The Ottawa Hospital (TOH) and the University of Ottawa Heart Institute (UOHI) try to protect the emails they send and receive. They cannot guarantee that email messages will be secure.
- Since email is sent across the Internet it could be read by someone else. This could happen due to computer problems, emails sent to the wrong address or outside computers that are not secure.
- You should only reply to emails from TOH, OHRI or UOHI email addresses, such as [jsmith@toh.ca](mailto:jsmith@toh.ca), [jsmith@ohri.ca](mailto:jsmith@ohri.ca) or [jsmith@ottawaheart.ca](mailto:jsmith@ottawaheart.ca). If you do get emails from someone who claims to work for TOH, OHRI or UOHI that seem unusual, you should report it to The Ottawa Hospital's Information and Privacy Office at [infoprivacyoffice@toh.ca](mailto:infoprivacyoffice@toh.ca).
- You should only send email from a personal account. Employers may be allowed to read any emails sent from a work email account.
- Email should not be used in emergencies or for anything that needs a quick answer.
- TOH, OHRI or UOHI may save or print your emails and put them in the research record. Other staff who are part of the study team will have access to the emails.
- Study team members may forward or send emails to other staff who take care of you.
- Study team members will not forward emails to others, such as family members, without your written consent unless required by law.

**Other information:**

- If you want to change any of your contact information you will need to let the study team know. This may include changes to your email address, phone number, or other contact information.
- If you decide later that you do not want to communicate with the study team by email, you just need to tell them.
- The study team can also decide at any time to stop using email to connect with you, and they will let you know.

**Consenting to communication by email means:**

- You have had a chance to ask questions about this consent. All your questions were answered.
- You understand and accept the risks of using email.
- **You understand that TOH/OHRI/UOHI will not be liable to you for any harm caused by using email or failing to respond to your emails.**

Discussed on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ hours  Phone or  other: \_\_\_\_\_

Consenting Process completed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Participant Signature, if available: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_