

Graduate Peer NVivo Facilitators are available to assist graduate students in one-on-one consultations. They can introduce NVivo and demonstrate how it can be used for research using a sample data set. If you would like assistance with your existing NVivo file, we ask you to please review the following points prior to a consultation.

Facilitators can only assist with data sets that have been stripped of identifiable information (**see working definitions**).

Please be reminded that you are responsible for protecting the privacy of your research subjects and that the “ethical duty of confidentiality includes obligations to protect information from unauthorized access, use, disclosure, modification, loss, or theft. Fulfilling the ethical duty of confidentiality is essential to the trust relationship between researcher and participant, and to the integrity of the research project”.

For reference please review the most current Tri-Council Policy Statement regarding Ethical Conduct for Research Involving Humans, (the TCPS-2).

**If you will be referring to your NVivo files during a consultation, please:**

- Use de-identifiers consistently throughout the project (**see working definitions**).
- Think about your participant group. The size of your sample can be small and can include unique personal characteristics. Identifiable information can include data about a population in a small geographical area for instance, or information about individuals with unique characteristics (e.g., uncommon field of occupational specialization, diagnosis of a very rare disease, a particular athletic team or lab group). If so, make sure to remove directly and indirectly identifying information (**see working definitions**).
- Video data is per definition identifiable information. Unless your research participants have waived their anonymity, we will not be able to review your video data for analysis purposes. However, we do have sample video data available that we can review.
- Facilitators can assist with audio data for analysis purposes as long as the recording does not include directly identifying information, such as the name of the participant. The nature and content of audio recordings can be very sensitive (such as deviant behaviour or risky lifestyles), so we ask you to consider that before sharing these data with us.

The only exception to the guidelines above would be if your research participants have waived anonymity (e.g., if they wish to be identified for their contributions to the research). In that case, the researchers have had to obtain the consent of these participants, and negotiate agreements with them that specify how they may be identified or recognized for their contribution.

Please be reminded that you save your NVivo project files and any related documents on your own devices. If you wish to save the changes in your project file during the consultation, please bring your own USB memory stick.

### Working Definitions:

**Identifiable Information:** Information that may reasonably be expected to identify an individual, alone or in combination with other available information, is considered identifiable information (or information that is identifiable). Often interchangeably used with “personal information”. (<http://bit.ly/tcps2-5>)

**Directly identifying information:** the information identifies a specific individual through direct identifiers (e.g., name, social insurance number, personal health number).

**Indirectly identifying information:** the information can reasonably be expected to identify an individual through a combination of indirect identifiers (e.g., date of birth, place of residence or unique personal characteristic).

**De-identified Data:** Data has been collected in identifiable form and measures are taken as soon as possible to de-identify the data. This includes the systematic removal of identifying information (such as participant name, birth date, or more specific details such as Social Security number) from your data sets to protect the participants’ privacy. This can be done for instance through key codes or pseudonyms.