



ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

Privacy Certificates and Certificates of Confidentiality

Both of these forms allow for voluntary disclosure by the subjects and allow researchers to refuse to disclose identifying information in any civil, criminal, administrative, legislative, or other proceeding, whether at the federal, state, or local level. State funded projects are not eligible for these certificates.

Privacy Certificates (PC)

For research funded through DOJ entities (e.g., BJA, BJS, NIJ, OVC) researchers can submit a PC. Unlike certificates of confidentiality (CoCs), PCs do prevent researchers from reporting on matters such as child abuse, reportable communicable diseases, or subject's threatened violence to self or others if voluntarily disclosed by the participant. If researchers in this kind of study expect to disclose such information, they must include consent to report in the consent forms. **Beginning with FY17 funds, any research funded through JAG must obtain a privacy certificate.** A PC template can be found in the forms section of the IRB website. A complete PC contains relevant information about your study, data collection/storage procedures, and access to data. Principal Investigators and ICJIA's Executive Director must sign the form.

PCs must be submitted to the relevant grant monitors:

- For JAG (DIAC) funded research, PCs must be submitted to our JAG grant monitor. To do so, edit the privacy certificate template with information relevant to your study. Once complete, send to Luisa Salazar, who will submit to the proper individual. **Please request proof of receipt.** This can be done through a read receipt email, or an email from the monitor confirming receipt. Make sure to save this proof of receipt in the privacy certificate folder, along with the copy of the signed privacy certificate.
- For VOCA funded research, edit the privacy certificate template with information relevant to your study and submit to Deserae Jenkins, the grant monitor. **Please request proof of receipt.** This can be done through a read receipt email, or an email from the monitor confirming receipt. Make sure to save this proof of receipt in the privacy certificate folder, along with the copy of the signed privacy certificate.
- Projects funded through other DOJ entities (e.g., the Office for Victims of Crime) tend to have separate grant monitors. To obtain a privacy certificate for research projects funded through these sources, edit the privacy certificate template with information relevant to your study and send to the relevant grant monitor. **Please request proof of receipt.** This can be done through a read receipt email, or an email from the monitor confirming receipt. Make sure to save this proof of receipt in the privacy certificate folder, along with the copy of the signed privacy certificate.

Certificates of Confidentiality (CoC)



ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

CoCs are automatically provided through the National Institute of Health (NIH) when the research is NIH funded. NIH funded investigators do not need to apply for a CoC, nor will they receive a document certificate. The NIH issues CoCs automatically for “NIH funded grants, cooperative agreements, contracts and intramural research projects research funded wholly or in part by the NIH that collects or uses identifiable, sensitive information.” CoCs do not prevent researchers from reporting the voluntary disclosure of matters such as child abuse, reportable communicable diseases, or subject's threatened violence to self or others.

Consent Forms and Certificates

Consent forms should reference the PC or the CoC. ICJIA’s current consent template includes NIH recommended language that can be used to inform participants of the certificate and what it protects against. Make sure that the language included in the consent form references the correct certificate. Furthermore, do not include the language if you are not obtaining a privacy certificate.