

This **ApplyNet Privacy Update Notice** is effective and applies to all ApplyNet accounts as of September 16, 2025.

This Privacy Notice explains how Michael Smith Foundation for Health Research (operating as Michael Smith Health Research BC) collects, uses, keeps safe and discloses Personal Information you enter into ApplyNet and the choices you have with respect to said information. Our privacy practices are based on British Columbia's Personal Information Protection Act (PIPA).

In this Notice, when we say "Health Research BC", "we", "us" and "our", we are referring to Michael Smith Foundation for Health Research (operating as Michael Smith Health Research BC). When we say "you", or "user" we are referring to the person accessing ApplyNet via a user account. In this Notice, "Personal Information" means information that can directly identify a person or, when combined with other information, be linked to an identifiable individual such as name, email address, residential address and telephone number. Personal Information also encompasses more sensitive information such as gender, age, health status, family, personal opinions, financial information, and any other data assigned to an individual.

1. ACCOUNTABILITY

Health Research BC's Privacy Officer is responsible for the creation, oversight and implementation of our privacy management program. You can contact our Privacy Officer for any privacy concerns.

2. COLLECTION AND USE OF INFORMATION

Health Research BC collects, uses and discloses the information provided in ApplyNet only for the purposes of:

- ApplyNet account registration and management;
- Funding application review and approval;
- Monitoring, evaluating and/or administering applications for funding;
- Management of awards;
- Engaging in and facilitating research, program evaluation, quality improvement, statistical research activities on a provincial, national and international scale;
- Sharing anonymized and aggregated data to support engagement with the research community, public, government and other interested parties to provide feedback on Health Research BC's programs and funding opportunities, and
- Fulfilling internal business purposes and regulatory requirement such as reporting to funding bodies.

We will collect the minimum amount of information required to facilitate these purposes; however, we provide you with the option of sharing additional information about yourself when using ApplyNet. More specifically, Health Research BC collects and uses information including but not limited to the following:

- ApplyNet User Account:
 - When you register for an ApplyNet user account, we will collect your first and last name, name and address of the organization you are primarily affiliated, email address, and a password. You

will also provide a security question and answer for situations where you have forgotten your log-in credentials.

- **ApplyNet User Profile:**
 - When you complete the registration process, you will be requested to provide additional information in your ApplyNet user profile. This includes your primary address and phone number (business or personal). You have the option of providing supplementary information such as your level of professional training, formal degrees, and links to your social media profile(s).
- **Health Research BC Self Identification Form:**
 - All applicants, co-applicants, research users, trainee supervisors and peer reviewers are required to complete a “Health Research BC Self Identification Form” that is accessible within your user profile and considers six dimensions of equity and diversity: gender, sexual orientation, age, Indigenous identity, disability and whether an individual is a member of a racialized minority. It is compulsory to complete the survey, but each question has a “prefer not to answer” option.
- **Funding Applications:**
 - When you submit a funding application for a competition in ApplyNet, we will collect information about you including but not limited to applicant details, information about your research team, eligibility for funding, research overview and activities, a detailed budget, and any other information as outlined in the funding application. Information requested by Health Research BC may vary by competition.
- **Help Desk Request:**
 - Where you reach out to Health Research BC’s Help Desk to request support when using ApplyNet, we will collect your first and last name, email address (if submitted via email) or phone number (if contacted via phone), and any specific details related to your request.
- **Surveys:**
 - From time to time, we may conduct surveys to monitor and/or evaluate our programs, processes and procedures. Surveys will be optional, unless stated in the conditions of your award.
- **Peer Review Process:**
 - When you participate in the peer review process, we will collect information about you such as your first and last name, email address, phone number, mailing address, position title, academic affiliation, and areas of expertise. We will also collect your acceptance of confidentiality and non-disclosure agreements, scores and comments about assigned applications.
- **Public Dissemination of Results:**
 - Health Research BC and its funding partners may use the information collected, including identifiable information, for the purposes of communicating successful applications to the general public through their media formats including websites, newsletters, publications, etc.
- **Additional Collection and Use of Information within ApplyNet:**
 - We may use and/or disclose information that you provide with those persons who support, approve, monitor, administer and/or evaluate applications for funding and any subsequent awards, including the appropriate administrative representatives of the host institution, supervisors, co-applicants, peer reviewers, funding partners or authorized employee or assignee of Health Research BC.

We may also use the information collected by and stored within ApplyNet for statistical, research and business purposes, to provide you with specific health research publications or to contact you in the future with respect to your possible participation in research related task forces, peer reviews, surveys, etc. Where information will be used for statistical, research or business purposes, and/or shared with approved researchers, Health Research will engage in the appropriate application submission and review process, and legal agreements in accordance with PIPA.

3. DISCLOSURE TO THIRD PARTIES

Health Research BC will not use or disclose Personal Information for purposes other than those identified in this Privacy Notice. We do not sell, rent or disclose your Personal Information to any third party without your consent.

In addition to disclosure and sharing opportunities listed in Section 2: Collection and Use of Information, under certain circumstances, Health Research BC will disclose your Personal Information to:

- Legal authorities: when we are required or authorized by law to cooperate with local, national or international law enforcement or other authorities for the reporting of and/or investigation of improper or unlawful activities, at the request of a third party, or if we believe disclosure is reasonable to comply with court orders, protect individual's health and safety, or protect Health Research BC's rights and property;
- Trusted third parties by us: when the services we are providing to you require us to provide your information to a third party who performs functions on our behalf. Your information will be treated with the same level of privacy and security as we are committed to providing as an organization and will not be used for other purposes than that which we authorize.

4. RETENTION OF INFORMATION

At any time, you can request to have the status of your ApplyNet account set to inactive and access removed. If you would like to update or modify specific pieces of information you have saved within your account (e.g. contact information, answers to surveys), you can update them yourself by logging into your account. Please note that you cannot update or remove a funding application that has been submitted. Information collected in ApplyNet is retained according to Health Research BC's data and records retention policy. To request that information collected in ApplyNet be destroyed, please contact helpdesk@healthresearchbc.ca.

If you wish to have any of your contact information removed from our databases, or if you no longer want us to send any further communications to you, you can send an e-mail to our Help Desk at helpdesk@healthresearchbc.ca. Where your information is stored with our third parties, we will proceed as necessary and with best effort to remove your information as requested. If you decide you no longer want us to send you further communications, we may still contact you for administrative purposes, for example to notify you of a change to ApplyNet, change to this Privacy Notice, or if there is a service interruption.

5. CONSENT

Health Research BC takes a consent-based approach to the collection, use and disclosure of Personal Information. We collect both implicit and explicit consent for the information being collected, used, disclosed and stored by us, and do so only as described in this Privacy Notice.

6. DISCLOSURE TO THIRD-PARTIES

Health Research BC uses third party providers to support ApplyNet's infrastructure and computing requirements. Third party providers are located in Canada, and restrict storage of information to within Canada. Additional information about our third-party provider's privacy and security practices can be found here: www.smartsimple.com.

Unless there is a legal or regulatory requirement to store, access and/or use Personal Information in Canada, we may use third party providers located outside of Canada to process and/or store Personal Information for us. Please note that Personal Information in the custody of these third-party providers may be subject to their own policies and practices and to access by the law enforcement authorities of those jurisdictions in which the third parties are located.

7. DATA INTEGRITY AND QUALITY

Health Research BC relies on you to ensure that the Personal Information you provide to us while using ApplyNet is as accurate, complete and up-to-date as necessary for the purposes for which it is to be used. You are welcome to make changes, request deletion or correction to Personal Information at any time by updating information you have entered into your user account, or by contacting our Help Desk at helpdesk@healthresearchbc.ca.

8. SAFEGUARDS

Health Research BC is committed to ensuring the appropriate administrative, technical and physical safeguards are in place to protect your Personal Information against loss, theft, and unauthorized access, use, disclosure, copying, modification, disposal, or destruction in accordance with applicable legal requirements and industry best practices. Whether this is overseen by Health Research BC's internal systems or Health Research BC platforms that are supported by third party providers, Health Research BC is committed to the ongoing security of your information. Please bear in mind that no internet or email transmission is ever fully secure or error free and no security system is impenetrable. We cannot fully guarantee the confidentiality of any information that you share with us.

9. OPENNESS

Health Research BC makes clear and transparent notice of our privacy practices publicly available via this Privacy Notice. We will advise you at the first reasonable opportunity upon discovering or being advised of an incident where your Personal Information is lost, stolen, accessed, used, disclosed, copied, modified, or disposed of by unauthorized persons or in an unauthorized manner.

10. INDIVIDUAL ACCESS

At any time, you can review, edit or request removal of information you have provided to Health Research BC within the requirements as outlined in Section 4: Retention of Information and Section 7: Accuracy above. Upon written request, Health Research BC will also provide you with a list of entities to whom we have disclosed your Personal Information.

11. CHANGES TO THIS PRIVACY NOTICE

We may update this Notice to reflect changes to our information practices but we will not reduce your rights without your explicit consent. We'll post any changes to this page and, if the changes are

significant, we will provide a more prominent notice. We will also keep prior versions of this Notice in an archive for your review. We encourage you to periodically review our Notice for the latest information on our privacy practices and to contact us if you have any questions or concerns.

12. PRIVACY CONCERNS

Health Research BC's Privacy Officer is responsible for receiving your privacy-related questions. You may send us your privacy-related questions or challenge our compliance with our Privacy Notice by submitting your concern to:

Health Research BC Privacy Officer
200 - 1285 West Broadway
Vancouver, British Columbia, Canada
Telephone: 604-730-8322
Toll free: 1-866-673-4722
E-mail: privacy@healthresearchbc.ca

If the Privacy Officer is unable to resolve the concern, you can contact:
Office of the Information and Privacy Commissioner of British Columbia
947 Fort Street
Victoria, BC V8V 3K3
Tel: 250-387-5629