

For Office Use:
Date request received: _____
Date request completed: _____
Person receiving request: _____

Community Health Administration

District of Columbia Cancer Registry (DCCR) Data Request Form

Date of request: _____

Person Requesting Data: _____ Title: _____

From (agency, facility, general public, etc.) _____

Address: _____

City/State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Type of Request Submitted (check all that apply)

____ Cancer Research ____ IRB Proposal ____ Amended IRB (Include IRB No.) ____ Grant Proposal
____ IRB Continuation/Renewal IRB No: _____ ____ Incidence/Mortality Rates

Level of Data (see description below)

____ Level I ____ Level II ____ Level III ____ Level IV

Level I: Non-confidential aggregate data – No IRB required

Level II: Record-level data w/o identifiers – No IRB required

Level III: Record-level data w/identifiers (record linkage only) – IRB required

Level IV: Record-level data w/identifiers (patient contact) – IRB required

Brief Description of Purpose for Data Request: (ex: researching incidence of pancreatic cancer in DC for possible publication)

Diagnosis Years: _____

Sites of Cancer: _____

Ward(s) at diagnosis: _____

Do you need Maps or Charts? ____Yes ____No

Requesting confidential information ____Yes ____No (IRB required)

Will you be contacting cancer patients? ____Yes ____No (IRB required)

Response requested by (month/day/year): _____ (Please allow at least 14 business days for request completion)

Submit DCCR Data Request Form by fax, e-mail or mail to:

DC Department of Health
899 North Capital Street NE, 3rd floor
Attn: Betelihem Tobo, PhD, District of Columbia Cancer Registry (DCCR)
Washington, DC 20002

Telephone: (202) 442-9188

Fax: (202) 442-9388

E-mail: DOH.CancerRegistry@dc.gov

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CONFIDENTIALITY AGREEMENT

The District of Columbia Cancer Registry (DCCR) of the Community Health Administration, is required by the Cancer Registries Amendment Act to maintain confidentiality of cancer data registered in the District of Columbia. Data permitting identification of particular individuals and establishments can be disclosed only under specified conditions designed to protect privacy or potential harm to those who provided the data.

Confidential data referred include:

- Births
- Deaths (including fetal deaths)
- Any other vital record or cancer data used to amend a record

No information obtained from the DCCR in the course of research or project activities may be used for any purpose other than the purpose for which it was supplied. In the case of information obtained in the course of health statistical or epidemiological activities, such information may not be published or released in the form that will permit identification of a particular establishment or person supplying the information. The information may not be described in a manner that such establishment or person supplying the information can be identified.

The DCCR does not release cancer data for use as a basis for legal, administrative, or other actions, which may directly affect particular individuals or establishments.

Due to the sensitive nature of the information on these confidential documents and restrictions placed upon release or access to them, each request must be reviewed to determine conformity to provisions of privacy and confidentiality.

Requesters of cancer data must submit a completed Cancer Registry Data Request Form. Requester(s) must sign the form agreeing to all assurances listed in the *application form*.

I have read and agree to the confidentiality requirements. Please submit form with completed Data Request Application.

Applicant Name: _____

Applicant Signature: _____

Date: _____

- A copy of any publication(s), abstract(s), and PowerPoint or poster presentation emanating from the use of the data will be sent to the Program Director at the D. C. Cancer Registry, D. C. Department of Health, for review and approval prior to submission.
- If you are using DCCR data in a research manuscript that will be published, please notify us the status of your publication & cite as follows:
 - "The information contained in this publication or report was provided by the District of Columbia Cancer Registry, District of Columbia Department of Health, program funded by NPCR - CDC".

Disclaimer: The District of Columbia Cancer Registry is not responsible for data that is misrepresented or altered, and does not assume any liability or responsibility from the conclusions generated from the data. No warranties are implied regarding the method that serves to approve publications. The research results do not represent the views of the Department of Health or DC Cancer Registry.