

University of Prince Edward Island	Protocol No. 53	Revision No.
Protocol Title: Protection of participant information in the CHANGE Program		
Creation Date: July 3, 2025	Version date: December 2025	
Authority: Director DME & Family Medicine	Review date:	
Responsibility: Manager UPEI Health and Wellness Centre		

1.0 Purpose:

To provide a standardized process to protect confidentiality and privacy of CHANGE Participants during and after the program.

2.0 Definitions:

CHANGE: Canadian Health Advanced by Nutrition and Graded Exercise.

CHANGE Participant: any individual who participates in the CHANGE Program.

CHANGE Program: 12-month program developed by Metabolic Syndrome Canada that focuses on implementing small, incremental changes to diet and exercise to improve overall health and reduce risk factors for cardiovascular and other chronic diseases.

Kinesiologist: one who studies human body movement.

Registered Dietitian: one who has special training in diet and nutrition.

3.0 Protocol:

When participants are enrolled into the CHANGE Program, they are provided with a numeric ID that is used on all their data points. Only the kinesiologist and dietitian (and potentially students working in the program) know the names associated with numbers. The data is kept in a locked cabinet and following the completion of the course and associated data collection, the data is stored in a locked cupboard in the basement of the Security Building at UPEI.

4.0 Procedures

- 4.1 All efforts are made to safeguard the security of participant's email addresses, telephone numbers and personal health information.
- 4.2 CHANGE staff will only use UPEI emails and UPEI devices to contact participants.
- 4.3 Participants are encouraged to refrain from sharing personal health information via email. If they request results to be shared via email they are reminded that UPEI encryption ends once the email leaves "@upe.ca".
- 4.4 If either kinesiologist or registered dietitian were to leave the CHANGE Program, they would sever CHANGE participants from their email accounts and calendars.
- 4.5 Participants may review their results and be provided with copies as desired.
- 4.6 Any emails sent to participant groups are sent as blind copies so that the participants do not see one another's email addresses.
- 4.7 At the end of each year long program and all data has been recorded, the kinesiologist and registered dietitian will:

- 4.7.1** An "Alumni list" will be created of any participants who indicate they wish to be contacted in the future regarding follow up. Contact information will be recorded on the list.
- 4.7.2** Remove all participant email addresses from their calendars and archive all emails from the Inboxes.
- 4.7.3** Remove the Cancellation List from the computer, print off a copy and store with the participant files.
- 4.7.4** Refrain from contacting any CHANGE participant unless it is related to their participation in the CHANGE Program.
- 4.7.5** The CHANGE Program will not contact former participants without their consent.
- 4.7.6** After seven (7) years of storage the participant information will be sent for destruction.

5.0 Documentation:

All participant documentation is treated as personal health information.

6.0 References:

Health Information Act (2024). Retrieved from the World Wide Web on July 3, 2025 at:

https://www.princeedwardisland.ca/sites/default/files/legislation/h-01-41-health_information_act.pdf.

National Cancer Institute: Registered Dietitian (2025). Retrieved from the World Wide Web on

July 3, 2025 at: <https://www.cancer.gov/publications/dictionaries/cancer-terms/def/registered-dietitian>.

Wikipedia: Kinesiology (2025). Retrieved from the World Wide Web on July 3, 2025 at:

<https://en.wikipedia.org/wiki/Kinesiology>.

Date	Name	Title	Signature
Dec 19, 2025	Bonnie Lipton-Bos	Manager UPEI Health & Wellness Centre	
Dec 19/25	Marilyn Barrett	Director DME & Family Medicine, Faculty of Medicine, UPEI	