

## Signing Guide for Existing Participants To the IAR Data Sharing Agreement (DSA)

1. To get started, your organization's Privacy and Security Lead can download the DSA from the CCIM website at:  
[CCIM Website link to the IAR DSA document](#)
2. The Privacy and Security Lead should brief the HSP's senior management on the DSA.
3. The organization's signing authority or the individual who is authorized to bind the HSP, reviews and signs the DSA.
4. The signed DSA should be sent by registered mail to:  

Attention: Integrated Assessment Record  
CCIM  
415 Yonge St 4<sup>th</sup> floor  
Toronto ON M5B 2E7
5. Please note that CCIM requires a signed hard copy of the DSA. In cases where CCIM receives agreements that have incomplete or missing information, HSPs will be requested to re-complete and resend the agreement. As outlined in the sample diagram below, agreements must be completed with the Signing authority signature, contact information and Privacy Officer Contact information.
6. Please sign **page 18 of the Agreement**. Please do not sign Schedule A or Schedule D Form of Adhesion.

## Ministry of Health and Long Term Care

**IN WITNESS WHEREOF** each of the Parties has executed and delivered this Agreement by its duly authorized representative who has authority to bind the Party to this Agreement.

Organization:	
Signature:	
Name:	
Title:	
Date:	
	I/We have the authority to bind the corporation

