# Description of the purpose of the PFAC Application Form

The purpose of the form is to collect applications from patient partners, family members of patients and their caregivers for the purpose of selecting members of OICR's first Patient and Family Advisory Council (PFAC). The PFAC will advise OICR (specifically the Patient Partnership and New Initiatives Lead and the Senior Director of Strategic Planning and Governance) on all matters relating to patient partnership.

The information in the applications will be used to screen and select candidates for the PFAC, who will be interviewed by phone or teleconference.

Name, phone and email are collected in order to contact the applicant.

City/Province, age and gender are collected in order to achieve a balance of representation across the province. We strive for a PFAC whose members can speak from a range of experiences. Age and gender are optional fields as some applicants may be reluctant to share. Age is divided into ranges as greater detail is not required.

The open-ended questions are intended to capture the contribution the applicant can make to the PFAC by understanding the skills and experiences they have accumulated, both as a patient partner and otherwise (e.g., professional experience). The questions do not ask for information about their experience as a patient or caregiver, as we do not need personal health information for this application.

If the applicant checks the box to be contacted about future opportunities for patient partnership, they will later be invited to join the OICR patient community. Their choice to join the OICR Patient Community has no bearing on their application for the PFAC.

## Expunging records

After the applications are received and exported to OICR servers, they will be deleted permanently from the online form platform. This will occur by March 31, 2020.

If an applicant wishes for their information to be expunged, they may email Justin Noble (justin.noble@oicr.on.ca).

All submitted data will be permanently deleted from OICR servers after one year.