

This study was approved by National Healthcare Group Domain Specific Review Board. The reference number is SDB-2023-0069-TTSH-01 (this is an update of the existing standing database, and renewed as shown in the letter).

31 Jul 2023

Dr Ming Ngan Aloysius Tan  
Tan Tock Seng Hospital  
General Surgery

Dear Dr Ming Ngan Aloysius Tan

#### **NHG RESEARCH DATA OVERSIGHT COMMITTEE (RDOC) APPROVAL**

##### **Standing Database: TTSH Colorectal Database**

We are pleased to inform you that the NHG Research Data Oversight Committee has approved the Standing Database application titled **TTSH Colorectal Database** to be conducted in Tan Tock Seng Hospital

The approval period is from **31 Jul 2023** to **30 Jul 2025**. The Reference Number for this Standing Database is SDB-2023-0069-TTSH-01

Please use this reference number for all future correspondence.

The documents reviewed are:

- 1) Data Collection Form v1 230323 (for new clr database).docx
- 2) Data Collection Form v1 230323 (for new clr database).docx
- 3) Colorectal database ICF v2 230514.docx

The Standing Database will be required to undergo continuing review by the NHG RDOC once a year, as long as the Standing Database is ongoing. We will inform you on the processes to submit the status report form in due course.

Continued approval is conditional upon your compliance with the following requirements:

1. Where written consent is obtained, only the approved Informed Consent Form should be used. It must be signed by each SDB participant prior to any data collection activities. In addition, each participant should be given a copy of the signed consent form.
2. No deviation from or changes to the SDB protocol and the approved documents should be implemented without documented approval from the NHG RDOC.

Please submit the following to the NHG RDOC when required:

- a. Any non-compliance to the SDB protocol, institutional research data policies or contravention of relevant regulations carried on or conducted under the supervision and control of the SDB must be reported to the NHG RDOC as soon as possible and not later than 7 days after first knowledge of the non-compliance by the SDB Custodian.
- b. Standing Database Status Report Form – SDB closure must be informed to the NHG RDOC by submitting a Standing Database Status Report Form within 30 days of closure. SDB suspension or termination must be informed to the NHG RDOC by submitting a Standing Database Status Report Form within 7 days of suspension or termination.

With the enactment of the Personal Data Protection Act, SDB Custodians are reminded to ensure that their SDB complies with the regulatory requirements stipulated in the Act. Contraventions under the Act are criminal offences and would result in fines or imprisonment or both, subject to the nature of the offence.