

DATA CONTRIBUTOR AGREEMENT

OtoSurg 1



EMORY
UNIVERSITY

Dear Collaborator,

Thank you for joining **OtoSurg 1**, our international collaborative prospective study on worldwide tonsillectomy indications, techniques, and outcomes. This **Data Contributor Agreement** aims to establish a clear understanding of how data will be managed throughout the study. Participation in OtoSurg 1 indicates your agreement to adhere to this agreement.

By contributing data to OtoSurg 1, you confirm the following:

- Data have been collected in line with local IRB/Ethics Committee regulatory approvals.
- You agree to contribute only de-identified data.
- You understand how the data will be used, stored, and shared as outlined in the Data Contributor Agreement.

If you have any questions, please get in touch with our team at otosurgohns@gmail.com.

Thank you for being a part of **OtoSurg 1**. We look forward to working with you!

Sincerely,

The OtoSurg 1 Leadership Team

DATA CONTRIBUTION

1. Emory University (“Emory”) and participating sites (“Contributors”) are independent data controllers, each responsible for processing de-identified data at their respective institutions.
2. Emory will adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) when handling de-identified data.
3. Contributors will adhere to the relevant health information security and privacy laws and regulations for processing de-identified data specific to their local context.
4. Contributors will ensure that approval or exemption from the local IRB/Ethics Committee is obtained before starting data collection.
5. Contributors will only provide de-identified data, meaning no patient names, dates of birth, or any potentially identifiable information.

USE OF DATA

6. Data will be used exclusively for OtoSurg 1 as outlined in the protocol and this agreement.
7. Data will not be utilized for any commercial, financial, or personal uses.

ACCESS TO DATA

8. Contributors will have access to data generated at their institutions and will grant Emory the right to use this data as described in the USE OF DATA section.
9. Contributors will not be able to access any data from sites outside their institution.
10. Third parties will not be granted access to any data produced by the study.
11. Aggregate, anonymized results will be shared with the OtoSurg 1 network and in any publications by the OtoSurg 1 Team.

CONFIDENTIALITY AND SECURITY

12. All data will be stored through the secure Research Electronic Data Capture (REDCap) web application, as outlined in the protocol.
13. The study team, including Emory and all Contributors, will not re-identify any study participants.
14. The study team (i.e., Emory and all Contributors) will inform one another within two business days of becoming aware of any data security breach (e.g., unauthorized or accidental access, use, or disclosure).

AUTHORSHIP AND ACKNOWLEDGEMENT

15. The results of OtoSurg 1 will be published following international collaborative authorship and equity guidelines.
16. Contributors will be properly acknowledged in accordance with the study protocol.