

Catalyst Case Notes and Attachments Data Request

Data Request Details:

I hereby request the extraction and transfer of *all* Case Notes and Attachments stored in Catalyst that belong to and are on behalf of my organization,

Important Information:

- The extracted files will be encrypted and sent via CAMH's encrypted secure file transfer.
- Upon confirmation of your organization's receipt of the Case Notes (including Attachments), it is imperative to adhere to your organization's privacy and data storage security policies. After this confirmation, DATIS will delete the temporarily stored encrypted data. DATIS can retrieve these files again at a later date should additional requests will be made.
- If modifications such as edits, deletions, or additions are made to Case Notes and Attachments directly in Catalyst after the initial request, discrepancies will arise between the initially sent data and any subsequent requests. The organization is responsible for reconciling these discrepancies and covering any associated costs.

Recipient Details:

- Only Catalyst Administrator emails will be authorized to receive the files.
- The designated email address to send the files to is

Authorization:

I, _____, authorize the release and transfer of the specified data as outlined above. I understand and acknowledge the terms and conditions associated with this data request, including the secure handling and deletion of the files.

Date of Request:

By: _____, _____ of