**Agreement for Access to Personal Information for Research or Statistical Purposes**

**Drafting Instructions (Remove from final document)**: Ensure all fields are complete. Highlighted blue text is used to identify required fields. Remove highlighting and change text to black, prior to signing.

This agreement is used only when a Proposal to Access Personal Information for Research or Statistical Purposes (“the Proposal”) has been approved. The Proposal must be appended to this agreement and forms part of the agreement.

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| **Between:** | [Name of Researcher] |
| **And:** | [Name of Public Body] |
| **Proposal Approval Date:** |  |
|  | **(year/month/day)** |

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| Description of Research Project |

The research project for which the records accessed records will be used is referred to in this agreement as:

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Details of the purpose of research, how the information will be used, and linkages that will be done are included in the attached proposal. (Attach Proposal)

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| Records Requested |

Only those records requested in the Proposal will be provided (“the records”]. Any changes or additions to the list must be made in writing and will require written approval from [Name of Public Body].

Clarification of the records requested is shown below if required.

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In the event that there is a difference between the records requested above and the records requested in the Proposal, the information about records requested in this agreement governs the agreement.

**The expiry date for access to the records listed in the Proposal and this Agreement is**

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|  | / | |  | / |  | |
| **year** | | **month** | | | | **day** |

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| Fee |

The Researcher is responsible for paying any fees incurred by [Name of Public Body] to search for, copy and/or provide the records.

The estimated fee is $ XX.xx

The Researcher understands that this estimate may be revised at any time by [Name of Public Body] and any revision will be made in writing.

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| Approval of Terms and Conditions of Access |

[Name of Public Body] approves the following terms and conditions of access.

[Name of Public Body] reserves the right to withdraw access to the records and demand the immediate return of all records without prior written notice if this becomes necessary under the Act.

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| Terms and Conditions of Access |

The Researcher understands and will abide by the following terms and conditions:

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| Security of Information |

**1.** The Researcher is responsible for maintaining the security and confidentiality of all the personal information found in or taken from the records.

**2.** The Researcher, and only the following persons, will have access to this personal information in a form that identifies, or could be used to identify, the individual(s) to whom it relates (print names below):

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Before any personal information is disclosed to the persons listed above, the Researcher will obtain a written confidentiality agreement from each individual to ensure they will not disclose that personal information to any other person and will be bound to terms and conditions of the present agreement. The Researcher will keep a copy of each such agreement, and will provide [Name of Public Body] with a copy of each agreement.

**3.** None of the records (including copies of them or notes containing personal information taken from them) will be left unattended at any time, except under the conditions described in Clauses 4, 5, 6, and below.

If the Researcher is using the records on the premises of [Name of Public Body], the Researcher will comply with the security procedures of [Name of Public Body].

**4.** Any copies of the records and any notes which contain personal information taken from them will be kept at the following address(es):

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**No records will be removed from the above listed premises without prior written consent from** [Name of Public Body].

**5.** Physical security at the above premises will be maintained by ensuring that the premises are securely locked, except when one or more of the individuals named in Clause 2 are present, as well as by the following additional measures (e.g. locked filing cabinet):

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**6.** Individually identifiable information from the records will be maintained on a computer system to which users, other than those listed in Clause 2, have access.

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|  | Yes | No |  |

If yes, access to the information will be restricted through the use of passwords and by other computer security measures that prevent unauthorized access, and can trace such unauthorized access, including the following methods:

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**7.** [Name of Public Body] will be permitted to carry out on-site visits and other such inspections or investigations that it deems necessary to ensure compliance with the conditions of this agreement.

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| Use of Personal Information |

**8.** Personal information contained in the records will not be used or disclosed for any purpose other than the research project described in the proposal (including additional linkages between sources of personal information), nor for any subsequent purpose, without the express written permission of [Name of Public Body].

**9.** Documents, reports, papers or any other works which describe the results of the research undertaken will be written and/or presented in such a way that no individuals referred to in the records can be identified and no linkages can be made between any personal information found in the records and personal information that is publically available from other sources. There will be no exceptions, without prior and specific written permission from [Name of Public Body].

**10.** Any case file numbers or other individual identifiers to be recorded using electronic means (computer program, etc.) will be created by the Researcher or one of the persons listed in Clause 2, and will not relate to any real case numbers found in records. Any identifiers are to be used for statistical purposes only.

**11.** No case file numbers or other individual identifiers assigned for the purposes of the research project will appear in any other work.

**12.** No personal information that identifies or could be used to identify the individual(s) to whom it relates will be transmitted by means of any telecommunications device, including telephone, fax, cable, and wireless communication networks.

**13.** Unless expressly authorized in writing by [Name of Public Body], no direct or indirect contact will be made with the individuals to whom the personal information relates.

**14.** Individual identifiers associated with the records, or contained in copies of them, will be removed or destroyed at the earliest time at which removal or destruction can be accomplished consistent with the research purpose.

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| At the latest (maximum of 2 years), this will occur by: |  | | / |  | / | |  | |
|  | **year** | **month** | | | | **day** | |

Any extension to this time limit, requires written approval a minimum of 30 business days prior to date by [Name of Public Body].

The removal of individual identifiers will be done in a manner that ensures that remaining personal information (including any found in research notes), cannot be used to identify the individual to whom it relates. **If necessary, this will be done by destroying copies of records or pages of notes in their entirely in a manner that reasonably prevents it from being reconstructed or retrieved.** All destruction or removal of individual identifiers will be confidential and complete in order to prevent access by any unauthorized persons.

**15.** The Researcher is responsible for ensuring complete compliance with these terms and conditions. In the event that the Researcher becomes aware of a breach of any conditions of this agreement, the Researcher will immediately notify [Name of Public Body] in writing.

**16.** The Researcher understands that the Access to Information and Protection of Privacy Act (ATIPP) specifies that a person who wilfully contravenes the Act’s requirements for collection, use and disclosure of personal information is guilty of an offense under Section 121 of the Act, liable to a fine of up to $25,000.00 and possible imprisonment under Section 122 of the Act. In addition to liability for an offence, the Researcher understands that [Name of Public Body] may take legal action against the Researcher if there is a contravention of the terms or conditions of this agreement.

**17.** Written consent of [Name of Public Body] must be obtained prior to the transfer of this agreement to another person, or a change in the use of the information is implemented. Changes to this agreement will be made through an amendment to the original agreement. Consent may be arbitrarily withheld at the sole discretion of [Name of Public Body].

**18.** [Name of Public Body] will receive a copy of the final research project.

**19.** Either party may terminate this agreement for any reason by giving 30 business day prior written notice. [Name of Public Body] may terminate the agreement immediately if they believe any terms of this agreement have been contravened.

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| Signing Authorities |

**For Researcher:**

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| Signed at: |  | | | on, | |  |  | |
|  | **City/Town/Village** | | |  | | **Year/Month/Day** |  | |
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| **Name of Researcher** | |  |  | | **Name and Position of Witness** | | | |
|  | |  |  | |  | | |  |
| **Signature of Researcher** | |  |  | | **Signature of Witness** | | | |
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**For Public Body:**

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| **Name of Authorized Official** |  |  | **Position of Authorized Official** |
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| **Signature of Authorized Official** |  |  | **Year/Month/Day** |
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| **Name of Head of Public Body or Delegate** |  |  | **Position of Head of Public Body or Delegate** |
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| **Signature of Head of Public Body or Delegate** |  |  | **Year/Month/Day** |