CALGARY CATHOLIC SCHOOL DISTRICT

AGREEMENT
FOR
ACCESS TO PERSONAL INFORMATION
FOR
RESEARCH OR STATISTICAL PURPOSES

This agreement is used once a proposal to access personal information for research or statistical purposes has been approved. Once the researcher has signed this form and the terms and conditions of access have been approved by the Calgary Roman Catholic Separate School District No.1 (hereinafter referred to as the Calgary Catholic School District), it becomes a legal agreement between the researcher and Calgary Catholic School District. The application must be appended to this agreement and forms part of the legal agreement.

The collection of the information on this form is authorized by the Freedom of Information and Protection of Privacy Act and will be used only to administer the research project. The director, Instructional Services-Secondary, of the Calgary Catholic School District, 1000 Fifth Avenue SW, Calgary, Alberta, 403-500-2423, can answer any questions concerning this agreement or the collection of the information on this form.

Identification of Researcher

Name (last name/first name initials)

Address: Telephone:
Fax: Email Address:

Please provide the following additional information if applicable:

Institutional, Society or Corporate Affiliation:
(include department if relevant)

Position:
Academic Advisor (if student):
Description of Research Project

The research project that the accessed records will be used for is hereafter referred to as

Details of the purpose of the research, how the information will be used, and linkages that will be done are included in the Proposal for Access to Personal Information for Research or Statistical Purposes which is appended to this agreement and is part of this legal agreement.

Records Requested (Use additional sheets as required)

Only those records requested in the Proposal for Access to Personal Information for Research or Statistical Purposes, appended to this application will be provided (“those records”). Any changes or additions to the list must be made in writing and will require approval in writing from the Calgary Catholic School District. Clarification of the records to be accessed is shown below if required.

In the event that there is a difference between the records requested above and the records requested in the Proposal to Access Personal Information for Research or Statistical Purposes, the information in this agreement governs the agreement.
Terms and Conditions of Access

I understand and will abide by the following terms and conditions:

Security

1. I understand that I am responsible for maintaining the security and confidentiality of all personal information found in or taken from these records.

2. Apart from myself, only the following persons will have access to this personal information in a form which identifies or could be used to identify the individual(s) to whom it relates:

   Before any personal information is disclosed to these persons, I will obtain a written agreement from each of them to ensure that they will not disclose that information to any other person and that they will be bound by all terms and conditions of the present agreement. I will keep a copy of each such agreement, and will provide the Calgary Catholic School District with a photocopy.

3. None of these 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 Paragraph 4, 5 and 6, below. If I am using these records on the premises of the Calgary Catholic School District, I will comply with the Calgary Catholic School District’s security procedures.

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

   No records will be removed from the above premises without the prior written consent of the Calgary Catholic School District.

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 Paragraph 1 are present, as well as by the following additional measures (e.g., locked filing cabinet):
6. Individually identifiable information from the requested records will be maintained on a computer system to which users other than those listed in Paragraph 1 have access.

Yes: ☐  No: ☐

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

7. The Calgary Catholic School District will be permitted to carry out on-site visits and such other inspections or investigations that it deems necessary to ensure compliance with the conditions of this agreement.

Use of Personal Information

8. Personal information contained in the records which are requested in this application will not be used or disclosed for any purpose other than the research project described in this application (including additional linkages between sources of personal information), nor for any subsequent purpose, without the express written permission of the Calgary Catholic School District.

9. 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 in the requested records can be identified and no linkages can be made between any personal information found in the requested records and personal information that is publicly available from other sources. There will be no exceptions to this rule without prior and specific written permission from the Calgary Catholic School District.

10. Any case file numbers or other individual identifiers to be recorded on computer will be created by myself or one of the persons listed in Paragraph 1 and will not relate to any real case numbers found in the records. Any such 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, which 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 or modem.

13. Unless expressly authorized in writing by the Calgary Catholic School District, no direct or indirect contact will be made with the individuals to whom the personal information relates.

14. Individual identifiers associated with the records described in this application and agreement, 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. At the latest, this will occur by: Date:
Any extension to this time limit must be approved in writing by the Calgary Catholic School District. The removal of individual identifiers will be done in a manner that ensures that remaining personal information (including and 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 requested records or pages of notes in their entirety. All destruction or removal of individual identifiers will be confidential and complete in order to prevent access by any unauthorized persons.

15. I understand that I am responsible for ensuring complete compliance with these terms and conditions. In the event that I become aware of a breach of any of the conditions of this agreement, I will immediately notify the Calgary Catholic School District in writing.

16. I understand that the Freedom of Information and Protection of Privacy Act specifies that a person who under the Act willfully violates the Act’s requirements for collection, use and disclosure of personal information is guilty of an offence and liable to a fine of up to $10,000. In addition to liability for an offence, I understand the Calgary Catholic School District may take legal action against me if there is contravention of the terms and conditions of this agreement.

17. Written consent of the Calgary Catholic School District must be obtained prior to the transfer of this agreement to another person, or a change in the use of the information is implemented. Consent may be arbitrarily withheld in the sole discretion of the Calgary Catholic School District.

18. The Calgary Catholic School District will receive a copy of the final research product.

Signed at ______________________________, this _______day of ______________

Signature of Researcher    Signature of Witness

Name and Position of Witness