



Policy Number: QA7.080	Policy Section: Quality Assurance	Effective: March 2, 2011
Title: Access to Personal Information for Research Purposes Policy		Executive Sponsor: Director, Quality Assurance

1. PURPOSE

This policy explains under what conditions individuals' personal information may be accessed for research and statistical purposes. It is one of a suite of policies as described in the *Organizational Privacy Policy*. These policies are supplemented by the CLBC *Privacy Guidelines* which provide an overview of privacy legislation and best practices.

2. DEFINITIONS

See *Organizational Privacy Policy*.

3. POLICY

Personal information about individuals supported by CLBC may be used for research and statistical purposes only if the following conditions are met:

- CLBC has approved the proposed purpose, scope and outcome of the research and specific methodology to be used, ensuring that relevant aspects of the *Freedom of Information and Protection of Privacy Act (FOIPPA)* are addressed.
- The research purpose cannot be reasonably accomplished unless the personal information is provided in individually identifiable form.
- Any record linkage is not harmful to the individuals supported and the benefits are clearly in the public interest.
- Individual identifiers are removed and destroyed at the earliest reasonable time.
- Any subsequent use or disclosure of the personal information is prohibited without the expressed authorization of CLBC.

CLBC requires the researcher or statistician to sign an agreement to comply with the FOIPPA, with these conditions and with CLBC policies and practices relating to the privacy and confidentiality of personal information.

Disclosure for research purposes is authorized in Canada only.

4. PROCEDURES

4.1 CLBC staff refer any requests or research proposals, which may involve the use of personal information, to the Director, Quality Assurance.

4.2 The Director, Quality Assurance

- prescribes the conditions related to the security and confidentiality of personal information used for research or statistical purposes;
- ensures any research proposal meets the requirements of this policy and of the FOIPPA;
- approves any research request which involves the use of personal information held by CLBC.

5. DOCUMENTATION

5.1 The Director, Quality Assurance maintains a record of the research and keeps an original of the agreement signed by the researcher or statistician.

6. REFERENCES

Freedom of Information and Protection of Privacy Act (FOIPPA)

Organizational Privacy Policy

CLBC Privacy Guidelines