This form is used to request access to personal information in the custody or under the control of the University of Calgary (the “**University**”) for research purposes. Personal information means any recorded information about an identifiable individual, but also includes de-identified records and aggregate data that could result in indirectly identifying individuals either alone or in combination with other data. These records/data are subject to the requirements of the [*Freedom of Information and Protection of Privacy Act*](https://kings-printer.alberta.ca/1266.cfm?page=F25.cfm&leg_type=Acts&isbncln=9780779845880)*,* RSA 2000, c F-25(“**FOIP**”) and [*Health Information Act*](https://kings-printer.alberta.ca/1266.cfm?page=h05.cfm&leg_type=Acts&isbncln=9780779845316), RSA 2000, c H-5 (“**HIA**”), as applicable, and may only be disclosed in accordance with applicable law.

This form is used for requesting institutional data/records for research purposes only. If your request relates to an institutional purpose (meaning it will be used for an operating program or policy of the University, including for quality improvement, quality assurance or program evaluation purposes) please contact the FOIP Office ([foip@ucalgary.ca](mailto:foip@ucalgary.ca)) prior to completing and submitting this form. If you are unsure whether your request is for research or institutional purposes, please consult the [Guidelines for Use of Student and Institutional Data (Personal Information)](https://www.ucalgary.ca/legal-services/access-information-privacy/operating-standards-guidelines-forms).

The requestor should be aware that data/records that contain personal information may only be disclosed in accordance with FOIP/HIA and University policies. If this request is approved, the requestor will be required to sign a legal agreement prior to obtaining access. Any data/records disclosed pursuant to this form may only be used for the purposes of the research project identified. The requestor must treat all data/records as confidential and must make reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction. Please contact the FOIP Office ([foip@ucalgary.ca](mailto:foip@ucalgary.ca)) for any questions regarding the application of FOIP to your request.

Note: A fee may be charged to provide and/or de-identify the requested information if the University determines such is required. An estimate of the fee will be provided in advance.

# **1. Identification of Researcher / Principal Investigator / Requestor**

|  |  |
| --- | --- |
| **Date** |  |
| **Name** |  |
| **Business Address** |  |
| **Telephone Number** |  |
| **Email** |  |
| *Please provide the following additional information if applicable.* | |
| **Institutional Affiliation** |  |
| **Position** |  |
| **Academic Advisor (if student)** |  |

***Personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used for the purpose of assessing your request for access to information and may also be used for program evaluation and improvement purposes. If you have questions regarding the collection, use or disclosure of your personal information, please contact the FOIP Coordinator, University Legal Services, 2500 University Drive NW, Calgary, AB, T2N 1N4, or by email at*** [***foip@ucalgary.ca***](mailto:foip@ucalgary.ca)***.***

# **2. Data/Records Request Details**

## a) Provide a specific description of the data/records being requested. This should include each specific data element or field you are requesting and any applicable date ranges (please provide as much detail as possible; data elements may also be provided through an Excel document).

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## b) Confirm when the requested data/records are needed (provide date if possible; please allow at least 4 weeks for an initial response).

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# **3. Description of the Project**

## a) Project title:

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## b) Provide a description of the project (including the objectives of the project, the purpose of the requested data/records and the proposed method(s) of data analysis).

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## c) If the project will require access to personal information in individually identifiable form (i.e., personal information about named or identifiable individuals, or data that could result in indirectly identifying individuals either alone or in combination with other data):

### i. Provide an explanation of why the project cannot be accomplished without access to information in an individually identifiable form.

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### ii. Provide a detailed explanation of how the personal information will be used, including a description of any proposed linkages to be made between personal information in the data/records requested and any other data or personal information.

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### iii. Provide a detailed explanation of how the data will be published or reported (including which variables will be combined, minimum cell count, etc.).

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# **4. Confidentiality, Storage, and Information Security**

## a) Provide a specific description of how the requested data/records will be stored, including a description of the security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction (specify any third-party software applications or platforms that will be used to collect, use, store or disclose the requested data/records, etc.).

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## b) Provide a list of all individuals on the project team who may have direct access to the data/records (including their institutional affiliation, position, etc.).

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**5. Access Request Decision *(to be completed by the Information Steward/Custodian)***

**Approved**

**Denied**

**Conditions for Approval *(Information Steward/Custodian to provide usage conditions, procedures, instructions, or restrictions specific to the business unit providing the data/records as a condition of approval and the requestor*** ***acknowledges understanding of and agrees to abide by the following):***

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NOTE: If this request relates to a research project involving human participants, approval from the Information Steward/Custodian provides *conditional approval* of this access request and is dependent on the requestor obtaining Research Ethics Board (REB) approval. The requested data/records will not be provisioned until the requestor presents the REB certificate as proof of approval. This *conditional approval* will remain valid for the same time period as noted on the REB certificate.

Provisioning of the requested data/records by business units will be dependent upon a number of factors, including availability of resources, priorities, and timeline. Urgent requests cannot be accommodated.

**Reason for Denial *(Information Steward/Custodian may choose to provide reasons if the request is denied and the requestor*** ***acknowledges understanding of and agrees that even where disclosure is permitted under applicable law, the Information Steward/Custodian is not obligated to share the data/records and retains sole discretion as to whether to provide it to the requestor):***

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**Information Steward/Custodian Signature:**

|  |  |
| --- | --- |
| Name: | Title: |
| Signature: | Date: |