

1.0 ASSOCIATED POLICY

- Privacy Policy

2.0 DEFINITIONS

Academic Research and Creative Activity

An academic inquiry or investigation undertaken by an academic researcher with the intention of peer dissemination may include statistical research. More broadly, this includes Scholarship, which is defined in MacEwan's mandate statement and means both research and creative activity;

Academic Researcher

One of the following individuals:

- (i) an employee of the University who is bound by the Grant MacEwan Faculty Association Collective Agreement;
- (ii) an employee of the University who holds academic employment but is not bound by the Grant MacEwan Faculty Association Collective Agreement;
- (ii) an academic who is an employee of a post-secondary institution and member of a faculty association of that post-secondary institution; or
- (iii) a student of the University who conducts research as part of a course of study;

Personal Information

Recorded information about an identifiable individual as defined under the FOIP Act, which includes but is not limited to an individual's name, age, ID number, ethnic origin, financial information, biometric information, medical history, or an opinion about the individual;

Record

Recorded information in any form, which includes any notes, images, audio-visual recordings, documents, videos, text messages, social media posts, and any other information that is written, photographed, recorded or stored in any manner but does not include software or any mechanism that produces records.

3.0 PROCEDURE ELEMENTS

3.1 Access to Personal Information by an Academic Researcher

- 3.1.1 Prior to commencing Academic Research and Creative Activity using Personal Information that is in the custody or under the control of the University, an Academic Researcher must:
 - 3.1.1.1 submit an application for ethics review to the Research Ethics Board of the University; and
 - 3.1.1.2 submit an application to access Personal Information to the Information and Privacy Office, which must include:
 - 3.1.1.2.1 a general description of the Academic Research and Creative Activity, including the objectives of the project and the proposed methods(s) of analysis;
 - 3.1.1.2.2 an explanation of why Academic Research and Creative Activity cannot be accomplished without access to Personal Information about identifiable individuals;

**USE OF PERSONAL INFORMATION FOR
ACADEMIC RESEARCH AND CREATIVE ACTIVITY PROCEDURE**

- 3.1.1.2.3 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 Records requested and any other Personal Information;
 - 3.1.1.2.4 the expected period of time during which access to these Records may be required and the Records used;
 - 3.1.1.2.5 a description of the security measures and access control to be put in place to safeguard the Personal Information from dissemination outside the scope of the Academic Research and Creative Activity; and
 - 3.1.1.2.6 if the Personal Information obtained from the University will be stored on a server or file storage system that is outside the control of the University, a statement of the security measures employed by the owner of the external server or file storage system.
- 3.1.2 If the Information and Privacy Office is satisfied with the controls regarding the security and confidentiality of the Personal Information to be used for Academic Research and Creative Activity, it may approve the Academic Researcher's application to access the Personal Information that is in the custody of the University and request the Academic Researcher to sign a document that requires the Academic Researcher to:
- 3.1.2.1 maintain the security and confidentiality of the Personal Information to which they have been granted access by the University;
 - 3.1.2.2 remove or destroy personal identifiers at the earliest possible time;
 - 3.1.2.3 only use the Personal Information for this research and are prohibited from any subsequent use or disclosure of the Personal Information without the express authorization of the Information Management and Privacy Office; and
 - 3.1.2.4 comply with the *Freedom of Information and Protection of Privacy Act* and all relevant University policies and procedures.
- 3.1.3 Approval from the Research Ethics Board of the University and the Information and Privacy Office does not guarantee access to data or other information or services. Such access is left to the discretion of the responsible area.
- 3.1.4 An Academic Researcher who has been granted access to Personal Information by the University is prohibited from subsequently using or disclosing the information in an individually identifiable form.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Access to Information Procedure
- Correction of Personal Information Procedure
- Ethical Review of Research with Human Participants Policy
- Responsible Conduct of Research and Creative Activity Procedure

5.0 ACCOUNTABILITY

Responsible Office

Information and Privacy Office

6.0 HISTORY

Relevant Dates

Approved: **2024.08.27**

Effective: **2024.08.27**

Next Review: **2029.08**

Modification History

- 15.02.26:** This is new procedure which supports policy D7500 – Privacy – approved by Board Motion 02-02-26-2014/15.
- 21.11.01:** Minor revision to update position title. Approved by Policy Sponsor.
- 24.08.27:** Comprehensively revised to ensure compliance with legislative requirements and alignment with current processes. Previously titled Use of Personal Information for Research Purposes Procedure. Approved by President's Policy Committee (#2024.08.27-03.3 EC).