

Policy Number:	PRIV-1-12
Policy Name:	Research and Privacy
Applies To:	A
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Revised:	

PREFACE

McMan South Region (referred to as “McMan”) has business, ethical and legal responsibilities to protect all forms of personal and personal employee information in its custody and/or control.

The purpose of this policy is to outline criteria and considerations for the disclosure and use of individually identifying personal information for research purposes.

This document should be read in conjunction with McMan’s Privacy Charter and all of the related policies and procedures referenced therein.

POLICY

Disclosure for Research under FOIP

McMan may disclose personal information that is subject to the FOIP Act, for research purposes, including statistical research, only if:

- The research can only be accomplished with identifiable personal information, or the research has been approved by the Office of the Information and Privacy Commissioner of Alberta;
- There would be no harm to the individuals the information is about and there is some public benefit to the research;
- McMan has approved conditions surrounding security and confidentiality, removal, or destruction of identifiers as early in the process as possible, and prohibitions against any subsequent use or disclosure of the information in identifiable form without prior consent; and
- The researcher has signed an agreement to comply with the conditions and any of McMan’s policies and procedures relating to privacy, information security and information management.

McMan must consider whether the information contemplated by a research proposal is under the custody and/or control of McMan, if research is permitted, under what conditions, and if consultation with a funder is required prior to allowing the research to occur.

PROCEDURES

1. All research proposals will be forwarded to the Executive Director for approval.
2. The Executive Director, in consultation with the Privacy Officer and other program personnel relevant to the proposal will review the submission with respect to:
 - a. Compliance with the approval by relevant Ethical Committees and Department personnel;

- b. Compliance with FOIP and relevant contractual obligations;
 - c. Compliance with program values and service delivery philosophy; and,
 - d. Potential benefit of research to better meeting the service needs of service participants.
3. When a service participant is requested to participate in studies or other research requiring individual contact:
- a. The service participant's decision to participate will be completely voluntary;
 - b. Continuation of service to that service participant will not be dependent on participation; and
 - c. Informed written consent of the service participant or guardian must be obtained for participation.
4. No research may be commenced until the Executive Director has indicated in writing that the research proposal is acceptable, and a signed agreement is in place between McMan and the researcher. Approval will be granted for a specific time frame and if the research exceeds this time frame, the researcher will be required to resubmit the proposal.

APPENDICES

None.