**Confidentiality Agreement and Data Governance Disclaimer**

*Coast Mountain College - Institutional Research*

**Purpose:** This agreement outlines the protocols for the use and disclosure of information obtained through the Institutional Research at Coast Mountain College, including ad hoc requests, scheduled or recurring requests, dashboards, reports, and descriptive analytics.

Confidentiality Commitment:

1. Data Protection: All data provided by the Institutional Research of Coast Mountain College will be managed in strict accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) and the College's internal data governance (permission and guidelines) policies.
2. Personal Identifying Information: Access to personal identifying information through these services will be limited and meticulously controlled. It requires explicit justification for accessing such information, particularly relevant in case-level data, where individual specifics are more sensitive. Any request for this must be substantiated and documented, clearly explaining the need for such information.
3. Usage Restrictions: Data acquired through Coast Mountain College's Institutional Research is to be employed exclusively for the purpose stated in the initial request and must not be repurposed or disseminated beyond the defined scope of the project.

FOIPPA Compliance:

1. Collection and Use: The collection, usage, disclosure, and storage of personal information will strictly comply with FOIPPA, emphasizing data minimization and usage specific to the defined purpose.
2. Disclosure Limitations: Personal information will be disclosed only when necessary and will not constitute an unreasonable infringement of privacy, in alignment with FOIPPA's requirements.
3. Data Subject Rights: Recognition and respect for the rights of individuals whose data is collected, including access to their personal information and the ability to correct it, as held by Coast Mountain College.

CIRPA Compliance:

1. Ethical Standards in Research: Adherence to Canadian Institutional Research and Planning Association (CIRPA)'s ethical guidelines in all research and data handling activities, ensuring integrity and professionalism in institutional research.
2. Best Practices in Data Management: Continuous application of best practices for data quality, accuracy, and integrity as recommended by CIRPA.
3. Professional Development and Collaboration: Commitment to ongoing professional development and collaboration within the CIRPA community to maintain high standards in institutional research.

Data Governance:

1. Accuracy: Requesters of data are responsible for the precision of their request and must promptly notify Coast Mountain College's Institutional Research of any modifications or necessary corrections.
2. Security Measures: Adequate safeguards will be implemented to protect data from unauthorized access, exposure, modification, or destruction.
3. Retention and Destruction: Data will be kept only as long as required to fulfill the stated objective and then securely disposed of in line with Coast Mountain College policies and FOIPPA guidelines.

***Agreement:***

By requesting data from Coast Mountain College's Institutional Research, the requester acknowledges their agreement to adhere to this confidentiality agreement and data governance disclaimer. They also commit to abiding by all responsibilities under the FOIPPA and to using the provided data in a way that maintains privacy and confidentiality.

**Supervisor Approval (if necessary):**

In addition to the above, the requester must obtain approval from their supervisor to ensure alignment with departmental objectives and compliance with institutional policies. This approval must be documented and attached to the data request.

**Signatures:**

Requester Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_