

Data Use Guidelines

Canadian Index of Wellbeing Data Repository

This guide is designed to outline your responsibilities as a data user, as well as the responsibilities of the Canadian Index of Wellbeing Data Repository (CIWDR).

Responsibilities as a data user

1. Ethical use of data

1.1 Data sharing agreement

All users of CIWDR data are required to sign a Data Sharing Agreement^a with the Canadian Index of Wellbeing (i.e., the “data owner”) ensuring that users agree to the following responsible and ethical use of the data:

- a. Data may only be used for research or educational purposes.
- b. Any information that relates the particulars obtained from any individual identifiable person, business, or organization cannot be disclosed.
- c. Use of these data in the pursuit of any commercial or income-generating venture is strictly prohibited. As well, the distribution, sale, donation, transfer, or exchange of any portion of these data to anyone else is expressly prohibited.
- d. Summary excerpts of the data may be published in research communications such as theses, scholarly articles, and research reports. The owner of the data must be acknowledged in these communications.
- e. Data obtained under this agreement remain the property of the owner of the data. Derivative data sets representing modifications to the data are also licensed unless otherwise stated. Any additional terms and conditions imposed by the owner of the data are also binding.
- f. Data will reside only in the secure location identified in the proposal described in the Data Application Request^a. All copies of the data must be erased upon the completion of the research.

1.2 Confidentiality

Great care has been taken to secure the data stored in the CIWDR to protect the identity of participants and to safeguard the privacy and confidentiality of information provided by these participants. Any secondary analyses that are performed must also respect the confidential nature of the data. All data are stripped of identifiers that could permit a direct relation to be established between data holdings and specific participants. Direct and indirect identifiers such as name, specific geographic location, and so on have been deleted from the shared data file. Successful applicants will normally receive only subsets of the data, consisting of the groups and variables required for their particular analyses.

^a Copies of the Data Application Request and the Data Sharing Agreement are available on request.

As mentioned above, all researchers must sign a Data Sharing Agreement with the CIW in order to access data. As part of this process, researchers agree not to disclose or knowingly cause to be disclosed any information that relates the particulars obtained from any participant to any other identifiable individual person, business, or organization. Material to be presented or published must be examined carefully to make sure it does not disclose such information.

1.3 Security provisions

As a requestor of data, researchers will be required to provide at the outset a statement of the data security provisions for the computer on which the requested data subset will reside.

CIW datasets must be stored in a password protected location on your computer.

Other researchers (beyond those specified in the application) must not be given access to data sets without permission from the CIW. Researchers must not carry out analyses for colleagues or other researchers who do not have approved research projects by the CIW.

2. Obtaining access to data held by the CIW

2.1 Project proposal

To be granted access to data held by the CIW, researchers are required to submit a Data Request Application, which includes a description of the project proposal. After an initial review, successful proposals will be shared with the community that partnered with the CIW in the original survey to solicit their approval. The results of the review will generally be communicated to the principal investigator as soon as is feasible, normally within two weeks of the date of application.

It is important to note that researchers will only have access to the data specified in an approved research project and only for the purpose of completing the project. A separate proposal must be submitted for any unique research project requesting access to CIW data. For example, a separate proposal is required if a researcher wishes to answer a different question using the same or different data.

2.2 Obtaining new data and /or carrying out a different research project

As noted above, to obtain access to different data or to conduct further analysis of the same data, researchers must complete another proposal. New proposals must provide reasons for the researcher's request, how the new data will fit with the original research project, and how it may affect the anticipated output of the project.

2.3 Submission and review

Research proposals must be submitted using the Data Request Application form. Forms can be obtained by contacting the CIW Director, Dr. Bryan Smale (smale@uwaterloo.ca), and completed applications must be sent electronically directly to same. Receipt of the submission will initiate the review process and will be coordinated by the Canadian Index of Wellbeing at the University of Waterloo.