



Deeming International Researchers

September 13, 2012

Deeming International Researchers

Definition: International researchers are researchers who are neither Canadian born, nor permanent residents of Canada. They may be researchers on student or work visas, visiting researchers or international experts requiring access to confidential Canadian microdata.

There are two requirements for deeming international researchers, plus one additional requirement for students¹:

Requirement 1: A Canadian citizen or permanent resident co-investigator

International researchers must have a Canadian citizen or permanent resident researcher sign the Microdata Research Contract (MRC) as a co-investigator.

Who needs to add a co-investigator to their contract?

Any researcher who indicates during the security clearance process that they are in Canada on a work visa or student visa or are a visiting scholar from a university outside of Canada. In other words, they are neither a permanent resident of Canada nor a Canadian citizen.

This requirement applies to all international researchers who sign a contract to begin a new project after June 1, 2012. This does not apply to extensions of existing contracts or revision contracts that were active before this date, nor does it apply to a renewal of security if it expires while existing projects are ongoing.

Who can be a co-investigator for international researchers?

For international researchers requesting access to microdata in the RDCs, FRDC or CDER, a Canadian (or permanent resident) co-investigator must be on their Microdata Research Contract.

For international researchers with agreements to work in Subject Matter Divisions at Statistics Canada Headquarters, the Division assumes the role of Canadian co-investigator.

Note: An RDC Analyst or other Statistics Canada employee cannot be a co-investigator for any international researcher other than those with agreements to work in Subject Matter divisions at Statistics Canada Headquarters.

How does the international researcher find a co-investigator?

It is the responsibility of the international researcher to find the co-investigator. Ideally it is someone they already know. For example, an international student attending a Canadian university could ask their supervisor if they meet the conditions above. If the international researcher does not know anyone at a Canadian university, the Academic Director may be able to find a co-investigator to work with him or her.

¹ Approved by the Chief Statistician July 12, 2012.

Does the co-investigator have to be involved in the project?

Yes, the co-investigator must become a deemed employee by signing the Microdata Research Contract (MRC), obtaining a security clearance, taking the Oath of Secrecy and attending an orientation session. Like other co-investigators, they need not participate in the technical data analysis related to the international researcher's project (e.g., they could play a more consultative role). The international researcher will not be provided access until all the required clearances are in place for the co-investigator.

In the case of international researchers working at Statistics Canada Headquarters under an agreement with a Subject Matter Division, the co-investigator will be a regular employee and will have full access to the data and research project.

What are the responsibilities of a co-investigator?

We strongly encourage the co-investigator verify that the international researcher understands Statistics Canada's confidentiality requirements by reviewing the material in the Researcher Guide and Orientation Session or the policies summarized in them. The co-investigator should check regularly with the international researcher to ensure that they are abiding by these confidentiality requirements.

Requirement 2: Reference letter

International researchers must provide a letter of reference that vouches for the character of the international researcher, that he/she is a reputable researcher with a legitimate purpose for accessing Canadian data. The reference must be supplied by either:

- a co-investigator who is a researcher affiliated with a Canadian University (if the international researcher is a student or academic researcher, or is an unaffiliated researcher); or
- the Canadian sponsoring organization or government department (if the international researcher is conducting research on behalf of a Canadian organization or government department, including Statistics Canada); or
- the international organization (if the international researcher is an employee or contractor to an international organization such as OECD, World Bank, UNECE, etc.).

Requirement #3: International Students – Letter of Acknowledgement

International researchers who are students must provide a letter of acknowledgement from their affiliated institution confirming their affiliation and acknowledging the potential penalties should they contravene the requirements of the Statistics Act.

- For international students accessing data in an RDC, the letter must be signed by the Dean of Graduate Studies at the Canadian university with which they are affiliated.
- For students accessing data at Statistics Canada Headquarters and not affiliated with a Canadian university, a letter of acknowledgement from their home university is required.

What is contained in a complete security screening package for international researchers?

- Security clearance screening form which includes the 5 year history of residences and the contract number of the project to which they are associated.
- Passport (presented to be photocopied)
- Study visa or work visa if applicable. (Some international researchers will not require a visa to be in the country.)
- Current CV
- Letter of reference from a co-investigator affiliated with a Canadian University (for new projects only)
- Also, for students only, a letter of support from the Dean of Graduate Studies.

What is contained in a complete security screening package for co-investigator?

- Security clearance screening form which includes the 5 year history of residences and the contract number of the project to which they are associated.
- Official photo ID (e.g., Canadian passport)
- Current CV

Notification to the Vice President Research at the host institution

Additionally, for international researchers working in a university RDC, a letter will be sent by Statistics Canada to the VP Research informing them that an international researcher is accessing confidential Canadian data in a Statistics Canada facility located at their institution, and that a Canadian or permanent resident has signed as a co-investigator for that international researcher. This letter will inform the VP Research of the possible sanctions under the Statistics Act.

Summary of responsibilities for documentation associated with International Researchers:

Requirement	Person/Agency Responsible for fulfilling the requirement	When to fulfill the requirement
1: Co-investigator on contract	The international researcher is responsible for finding a co-investigator.	This is a requirement of each contract associated with a project: new, extension, and revision contracts.
2: Reference Letter	The international researcher is required to provide a reference letter.	This is a requirement of each contract associated with the original contract for the project. It is not required for sub-contracts, extension or revision contracts.
3: Letter of Acknowledgment from Dean of Graduate Studies (for international students only)	The international researcher is responsible for obtaining the letter of acknowledgement from the Dean of Graduate Studies at the host institution.	This letter is required each time an international researcher completes a security clearance form and should be submitted to head office operations unit with other security clearance documentation.
Notification to the VP Research at the host institution	Director, MAD, will send this letter to the VP research at the host institution.	This letter will be sent by Head office operations the first time an international researcher is approved for access to data at a host institution.

Requirement #2: Sample of a reference letter:

Dr. H. Dryburgh,
Director, Microdata Access Division
Statistics Canada
R.H. Coats Building, Floor 7 A
100 Tunney's Pasture Driveway,
Ottawa ON K1A 0T6

Date

Dear Dr. Dryburgh

I am writing to support _____ (insert name of international researcher and affiliation) in their application for access to Statistics Canada data. I have known _____ (insert name of international researcher) for ____ years and know that he/she is a researcher in good standing at _____ (institution or agency). I confirm that he/she is conducting research in their area of expertise where there is a legitimate requirement to access confidential Canadian data. I am confident he/she will abide by the procedures in place to protect the confidentiality of respondents of Statistics Canada data.

Sincerely,

(Name and address of reference and affiliation)

Requirement #3: Sample of a letter of acknowledgement from the Dean of Graduate Studies (for international students):

Dr. H. Dryburgh,
Director, Microdata Access Division
Statistics Canada
R.H. Coats Building, Floor 7 A
100 Tunney's Pasture Driveway,
Ottawa ON K1A 0T6

Date

Dear Dr. Dryburgh

I am writing to confirm _____ (insert name of international researcher) is registered in Graduate Studies in _____ Department. I understand that they are applying for access to Statistics Canada confidential data in order to complete a portion of their graduate studies.

I understand that in order to access these data, all researchers agree to follow Statistics Canada procedures to ensure that they do not contravene the *Statistics Act*. However, should _____ not follow these procedures and his/her actions contravene the *Statistics Act*, I agree to conduct an internal review and address this issue as is appropriate under our university guidelines for dealing with student misconduct.

I understand that a contravention of the *Statistics Act* will result in the immediate removal of access to Statistics Canada data by the student and may lead to legal and financial penalties outlined in Section 34 of the *Act* as follows:

Every person who, after taking the oath set out in subsection 6(1), wilfully discloses or divulges directly or indirectly to any person not entitled under this Act to receive the same any information obtained by him ...is guilty of an offence and liable on summary conviction to a fine not exceeding five thousand dollars or to imprisonment for a term not exceeding five years or to both. (<http://www.statcan.gc.ca/about-apercu/act-loi-eng.htm>).

Sincerely,

(Name and address of Dean)

Sample letter to VP Research:



**Research Data
Centre
Program**

**Programme des
centres de données
de recherche**

Date

(insert name and address of
VP Research)

Dear Vice President Research,

I wish to inform you that _____ from _____ (home university or organization) has applied to Statistics Canada for access to confidential Canadian data (in the Research Data Centre on your campus / at Statistics Canada). This researcher is neither a Canadian citizen nor a permanent resident of Canada. We are granting this person access because _____ from _____ (university or organization) has agreed to act as a co-investigator.

According to Section 34 of the *Statistics Act* should the researcher:

wilfully disclose or divulge directly or indirectly to any person not entitled under this Act to receive the same any information obtained by himis guilty of an offence and liable on summary conviction to a fine not exceeding five thousand dollars or to imprisonment for a term not exceeding five years or to both. (<http://www.statcan.gc.ca/about-apercu/act-loi-eng.htm>).

(Please feel free to contact _____, the Academic Director of the Research Data Centre, for further information. For more information on access to Statistics Canada, visit the following websites: <http://www.rdc-cdr.ca/about-crden> and <http://www.statcan.gc.ca/rdc-cdr/process-eng.htm>. / other contact information as pertinent)

Sincerely,

Heather Dryburgh
Director, Microdata Access Division

Statistics Canada
Tel: (613) 951-0501
Fax: (613) 951-4272
Heather.dryburgh@statcan.gc.ca

Communiqué to Analysts:



Research Data Centres Program	Programme des centres de données de recherche
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Communiqué number: 2012-04

Date: September 18, 2012

Sender: Heather Dryburgh, Director MAD

Introduction

Statistics Canada has clarified the process by which international researchers become deemed employees. International researchers include all researchers who are not Canadian citizens or permanent residents of Canada. They may hold a work visa, a student visa or may be a visiting scholar.

Audience

This communiqué is intended for StatCan employees - RDC Analysts and Statistical Assistants.

Deeming International Researchers

There are two requirements for deeming international researchers, plus one additional requirement for students.

International researchers must have a co-investigator that is a Canadian citizen or a permanent resident. The co-investigator must be affiliated with a Canadian university and cannot be a Statistics Canada employee or student.

The International researcher must provide a letter of reference.

International researchers who are students will also be required to provide a letter of acknowledgement from the Dean of Graduate Studies.

For each international researcher (student and non-student), the Director, MAD will send a letter to the VP Research of the host institution to inform them that an international researcher is accessing confidential Canadian data in the Research Data Centre.

Implementation Date

This requirement applies to all international researchers who sign a contract to begin a new project after June 1, 2012. This does not apply to extensions of existing contracts or revision contracts that were active before this date, nor does it apply to a renewal of

security if it expires while existing projects are ongoing. Processing of international researchers will resume after the Academic Director of your institution has carried out their duties to inform the Dean of Graduate Studies and the VP Research of their duties in this process and notification that this is completed has been sent to Heather Dryburgh.

Communiqué to Academic Directors from Heather Dryburgh:



Research Data
Centres Program

Programme des centres de
données de recherche

Communiqué number: 2012-04

Date: September 18, 2012

Sender: Heather Dryburgh, Director MAD

Introduction

Statistics Canada has clarified the process by which international researchers become deemed employees. International researchers include all researchers who are not Canadian citizens or permanent residents of Canada. They may hold a work visa, a student visa or may be a visiting scholar.

Audience

This communiqué is intended for Academic Directors.

Deeming International Researchers

The following are required for international researchers to become deemed employees of Statistics Canada:

1. International researchers must have a co-investigator that is a Canadian citizen or a permanent resident. The co-investigator must be affiliated with a Canadian university and cannot be a Statistics Canada employee.
2. The international researcher will be required to provide a reference letter.
3. International researchers who are students will also be required to provide a letter of acknowledgement from their Dean of Graduate Studies.

Also, the VP Research of your institution will be informed that an international researcher is accessing Statistics Canada data in the Research Data Centre. The letter includes the name and affiliation of the co-investigator.

Inform your Dean of Graduate Studies and VP Research

Academic Directors need to inform their Dean of Graduate Studies that international students will be requesting their signature on a letter of acknowledgement. You will also need to let your VP Research know that they may be receiving letters informing them of international researchers associated with your university who are accessing confidential Canadian data. Templates of these letters in the attached document can be shared with the Dean and Vice President as you see fit.

Upon completion of these meetings, please inform Heather Dryburgh, Director MAD, of the contact information for the Dean of Graduate Studies and VP Research with whom you have spoken so that we can assure they will receive the notification in context and are prepared to carry out their roles where appropriate.

Implementation Date

This requirement applies to all international researchers who sign a contract to begin a new project after June 1, 2012. This does not apply to extensions of existing contracts or revision contracts that were active before this date, nor does it apply to a renewal of security if it expires while existing projects are ongoing. Processing of international researchers will resume for your Research Data Centre once Heather Dryburgh has:

- received confirmation from you that you have met with the Dean of Graduates Studies and the VP Research; and
- has received contact information for the Dean and VP from you.