



RDC Program Checklist for International Researchers

(for the use of international researchers and RDC Analysts)

Date:
Researcher:
RDC location:
Analyst:
Contract number:

Step 1 <input type="checkbox"/>	<p><i>Add a co-investigator who is a Canadian citizen or permanent resident.</i></p> <p>The co-investigator must be affiliated with a Canadian university and cannot be a student. Ideally, this will be a faculty member. Please note that the co-investigator must become a deemed employee by signing the Microdata Research Contract, obtaining a security clearance, taking the oath of secrecy and attending an orientation session.</p>
Step 2 <input type="checkbox"/>	<p><i>Provide a letter of reference</i></p> <p>A sample letter is attached below. Please note that the letter must be supplied by one of the following:</p> <ol style="list-style-type: none"> 1. A co-investigator who is a researcher affiliated with a Canadian University 2. A faculty member from the university with which they are affiliated 3. The Canadian sponsoring organization or government department. 4. The international organization with which the international researcher is employed. <p>Verify that if the international researcher is associated to multiple contracts, that a reference letter is provided per contract.</p>
Step 3 <input type="checkbox"/>	<p><i>Provide a letter of acknowledgement from your affiliated institution in Canada or abroad (required for international students only)</i></p> <p>A sample letter is attached below. It must confirm the international researcher's affiliation and acknowledge the potential penalties associated with contravening the requirement of the <i>Statistics Act</i>.</p> <p>For international students accessing data in a RDC, the letter must be signed by the Dean of Graduate Studies at the university where the international researcher is currently affiliated. The Dean of Graduate Studies can return this letter to either the international researcher or to the local RDC analyst. (<i>RDC analyst to insert their email address</i>).</p> <p>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.</p>
Step 4 <input type="checkbox"/>	<p><i>The international researcher returns required documents to the RDC analyst</i></p>

Sample of a reference letter (Step 2):

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)

For Office Use Only - Insert all applicable contract numbers

<i>Contract #</i>
<i>Contract #</i>
<i>Contract #</i>
<i>Contract #</i>
<i>Contract #</i>

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

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 the student's access to Statistics Canada data 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 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>).

Sincerely,

(Name and address of Dean)