

## 2.9 Information Management

### 2.9.7 Research Requests

1. The Department seeks to maintain mutually beneficial relationships with the academic community conducting research. However, the Freedom of Information and Protection of Privacy Act restricts what access to personal information the Department may legally provide to academic researchers. The purpose of this section is to establish the approval process for research initiatives.
2. All requests for access to Departmental records must be made in writing and addressed to the Office of the Chief Constable.
3. The Chief Constable's office will, upon receipt of a research request, forward the request to the Deputy Chief Constable Commanding the Division holding the requested records, the Deputy Chief Constable Commanding the Support Services Division and the Planning, Research and Audit Section for their consideration and recommendations to be forwarded to the Chief Constable.
4. The Deputy Chief Constable Commanding the Support Services Division will consult with the Information and Privacy Co-ordinator with respect to any Freedom of Information and Protection of Privacy Act or legal issues arising from the research request.
5. The Planning, Research and Audit Section will be consulted by the parties involved and provided with a general description of the research project including the research methodology.
6. All of the above commentaries will be forwarded to the Chief Constable through the chain of command.
7. The ultimate and final decision as to whether the Department will approve the research request rests with the Chief Constable. The Chief Constable's decision in this regard will be communicated to the researcher in writing, with a copy to the Planning, Research and Audit Section.
8. Upon the Chief Constable's approval of the research request, the researcher, in consultation with the Information and Privacy Co-ordinator, must complete a Research Agreement and a confidentiality agreement.
9. The Information and Privacy Co-ordinator is responsible for maintaining the Research Agreement in a form which best protects the legal interests of the Department.
10. The researcher must agree, as part of the Research Agreement, to treat all information received from the Department during the research in a confidential manner. Any breach of the confidentiality provisions of the Research Agreement by the researcher or anyone else will result in the immediate withdrawal of research privileges from the researcher. Further legal action may be pursued against the researcher at the discretion of the Chief Constable.
11. Any and all costs associated with a particular research request must be borne by the researcher. In no circumstances will the Department be responsible for any costs associated with a research request unless the Chief Constable specifically directs otherwise.