

Privacy Impact Assessment

Canadian Campus Wellbeing Survey

PIA#19-010 (Office of the University Secretariat to assign)

Form adapted from the BC Government template for Non-Ministry Public Bodies. June 2014

Why do I need to do a PIA (Privacy Impact Assessment)?

Section 69(5.3) of the *Freedom of Information and Protection of Privacy Act* (FIPPA) requires the head of a public body to conduct a privacy impact assessment (PIA) in accordance with the directions of the minister responsible for FIPPA. Public bodies should contact the Information Governance Officer to determine internal policies for review and sign-off of the PIA. If you have any questions about this PIA template or FIPPA generally, please contact Adam Cullum (Information Governance Officer) at adam.cullum@unbc.ca or (250) 960-5139 or visit <http://www.unbc.ca/foippa>.

What if my initiative does not include personal information?

Public bodies still need to complete Part 1 of the PIA and submit it along with the signatures pages to Information Governance Officer even if it is thought that no personal information is involved. This ensures that the initiative has been accurately assessed.

Part 1 – General

Name of Department:	Human Resources / Institutional Planning		
PIA Drafter:	Valerie Boyes		
Email:	Valerie.Boyes@unbc.ca	Phone:	250-960-5540
Department Manager:	Shelley McKenzie		
Email:	Shelley.McKenzie@unbc.ca	Phone:	250 960 5177

In the following questions, delete the descriptive text and replace it with your own.

1. Description of the Initiative

In the absence of a local equivalent, many Canadian post-secondary institutions have participated in the US-based National College Health Assessment (NCHA), a health behaviour survey administered by the American College Health Association. There have been concerns regarding the appropriateness and value of the NCHA in a Canadian context, and so the Canadian Campus Wellbeing Survey (CCWS) was developed to address this. The CCWS is a common surveillance tool that provides a necessary basis for assessing the mental health and wellbeing of students and identifying priorities for intervention at an institutional level.

The CCWS presents an opportunity to develop a uniquely Canadian system for information sharing and analysis of institutional-level policies, practices and strategies relevant to student mental and physical health. Collected data will allow post-secondary institutions to explore differences between geographic regions, and provide a basis for making comparisons of prevalence and progress to national and provincial norms. In sharing a

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common surveillance tool such as the CCWS, it becomes possible to pinpoint promising policies or strategies associated with such change, which can then be disseminated.

The CCWS will provide a coordinated system for collecting health-related data on Canadian post-secondary students. Portions of the CCWS data will be accessible for academic research and appropriate third-party agencies (i.e. Mental Health Commission of Canada, Canadian Public Health Agency) upon approval by the Data Access Committee, so long as their purpose is in keeping with the aim to increase capacity for linking research with policy and practice at Canadian post-secondary institutions. The Data Access Committee will review proposals and ensure institutions and individuals are not identifiable in the 'research dataset'.

2. Scope of this PIA

The 15-20 minute core survey for all students, administered online, covers nine sections related to student health and wellbeing:

- mental health assets
- student experience
- mental health deficits
- health service utilization/help seeking
- physical health/health behaviours
- academic achievement
- substance use
- food security
- sexual health behaviour.

All participating institutions must agree to include all responses into a research dataset.

3. Related Privacy Impact Assessments

N/A

4. All Elements of Information or Data

Aggregate statistical data provided to researchers from UNBC at the individual level (cohort file): subject of studies/majors, domestic and international status, aboriginal and non-aboriginal status, credential types, program start dates, graduate program types, new to institution or returning, year of study, cumulative GPA, full time or part time, faculty/program/school status of major, campus location.

Self-reported information within the survey by individual submission: age, ethnicity, born in Canada (student and parents), on-site residence or off-site housing, length and type of commute, cumulative grade, recent co-op placements/practicums/residencies/study abroad, work hours, financial stress, gender, trans experience, sexual orientation, relationship status, disabilities, parent/guardian education.

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If personal information is involved in your initiative, please continue to the next page to complete your PIA.

If no personal information is involved, please submit Parts 1, 6, and 7 to the Information Governance Officer for review. You will receive support completing the remaining steps of the PIA.

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Part 2 – Protection of Personal Information

In the following questions, delete the descriptive text and replace it with your own.

5. Storage or Access outside Canada

The CCWS will be administered via the UBC Survey Tool, a cloud database service provisioned by Qualtrics. It complies with the BC Freedom of Information and Protection of Privacy Act (FIPPA) as the data are kept secure and is stored and backed in Toronto, Ontario and backed up in Montreal, Quebec. The Survey Tool has completed UBC’s Privacy Impact Assessment process, which assesses the privacy and security of UBC systems. Information collected using the Survey Tool is kept secure using measures including data encryption.

6. Data-linking Initiative*

In FIPPA, "data linking" and "data-linking initiative" are strictly defined. Answer the following questions to determine whether your initiative qualifies as a "data-linking initiative" under the Act. If you answer "yes" to all 3 questions, your initiative may be a data linking initiative and you must comply with specific requirements under the Act related to data-linking initiatives.

1. Personal information from one database is linked or combined with personal information from another database;	no
2. The purpose for the linkage is different from those for which the personal information in each database was originally obtained or compiled;	no
3. The data linking is occurring between either (1) two or more public bodies or (2) one or more public bodies and one or more agencies.	no
If you have answered "yes" to all three questions, please contact the Information Governance Officer to discuss the requirements of a data-linking initiative.	N/A

7. Common or Integrated Program or Activity*

<p>In FIPPA, “common or integrated program or activity” is strictly defined. Answer the following questions to determine whether your initiative qualifies as “a common or integrated program or activity” under the Act. If you answer “yes” to all 3 of these questions, you must comply with requirements under the Act for common or integrated programs and activities.</p>	
1. This initiative involves a program or activity that provides a service (or services);	yes
2. Those services are provided through: (a) a public body and at least one other public body or agency working collaboratively to provide that service; or (b) one public body working on behalf of one or more other public bodies or agencies;	no
3. The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the FOIPP regulation.	no
Please check this box if this program involves a common or integrated program or activity based on your answers to the three questions above.	N/A

8. Personal Information Flow Diagram and/or Personal Information Flow Table

Personal Information Flow Table			
	Description/Purpose	Type	FIPPA Authority
1.	UNBC Institutional Planning staff provide the CCWS with a cohort file consisting of a list of aggregate students using the variables indicated in the first half of Question 4 above.	Disclosure	33.1(1)(e.1)
2.	UNBC Institutional Planning provides ITS with a list of all current students to create alias emails for each student.	Protection	30
3.	UNBC alerts CCWS to the number of students to receive the email invitations and reminders. CCWS researchers provide UNBC with an adequate number of unique survey links to meet the requirement that	Disclosure	33.1(1)(e.1)

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	each student participating in the survey has a unique survey link.		
4.	CCWS researchers and UNBC staff co-develop introduction email letter and consent language. UNBC deploys the survey and sends reminder messages periodically using alias emails provided by IT and unique links provided by CCWS. Students provide their opinions based on their personal experiences after agreeing to the consent language. CCWS will periodically inform UNBC of unique links that have responded to the survey and UNBC will remove these from future reminder emails.	Collection	26(d), 26(e)
5.	Incentives are available while keeping survey results double-blind: The CCWS draws the alias email of the winner, informs UNBC, and UNBC contacts the winner who can then choose to accept the UNBC managed incentive.	Protection	30
6.	CCWS researchers complete research dataset and with a fee provide aggregate dataset to UNBC for internal quality assurance and quality improvement purposes.	Collection	26(e)
7.	Institutional Research staff aggregate data and produce reports prompted by requests coming to the Director of Health and Wellness. The Director of Health and Wellness approves reports provided to the university community through this dataset.	Use / Disclosure	32(c), 33.2(l)
8.	UNBC retains dataset for three years before disposing providing opportunity to report trends against future survey results and extract statistics for student services departments and Communications.	Disposition	31

9. Risk Mitigation Table

Please identify any privacy risks, even very unlikely ones, associated with the initiative and the mitigation strategies that will be implemented. Please provide details of all such strategies. Also, please identify the likelihood (low, medium, or high) of this risk happening and the degree of impact it would have on individuals if it occurred.

Examples can be removed and additional lines added as needed.

Risk Mitigation Table				
	Risk	Mitigation Strategy	Likelihood	Impact
1.				
2.				
3.				

10. Collection Notice

By completing this survey, you are giving your informed consent to the collection of the information in the Canadian Campus Wellbeing Survey. Your data will be de-identified and combined with de-identified results from other Canadian institutions and stored in a data registry. After de-identification, your data cannot be withdrawn. The data registry is solely under the custodianship of the Canadian Campus Wellbeing Survey (Principal Investigator: Dr. Guy Faulkner, 604-822-2990) and may only be accessed through case-level datasets prepared by Canadian Campus Wellbeing Survey analysts for approved researchers and third-parties for research purposes (H19-02720). Data stored as part of the research registry will be encrypted and password-protected and stored on a computer in a secure UBC location.

The CCWS is administered via the UBC Survey Tool, a cloud-based service provisioned by Qualtrics. It complies with the BC Freedom of Information and Protection of Privacy Act (FIPPA) as the data are kept secure and is stored and backed up on Canadian servers. Information collected using the Survey Tool is kept secure using measures including data encryption.

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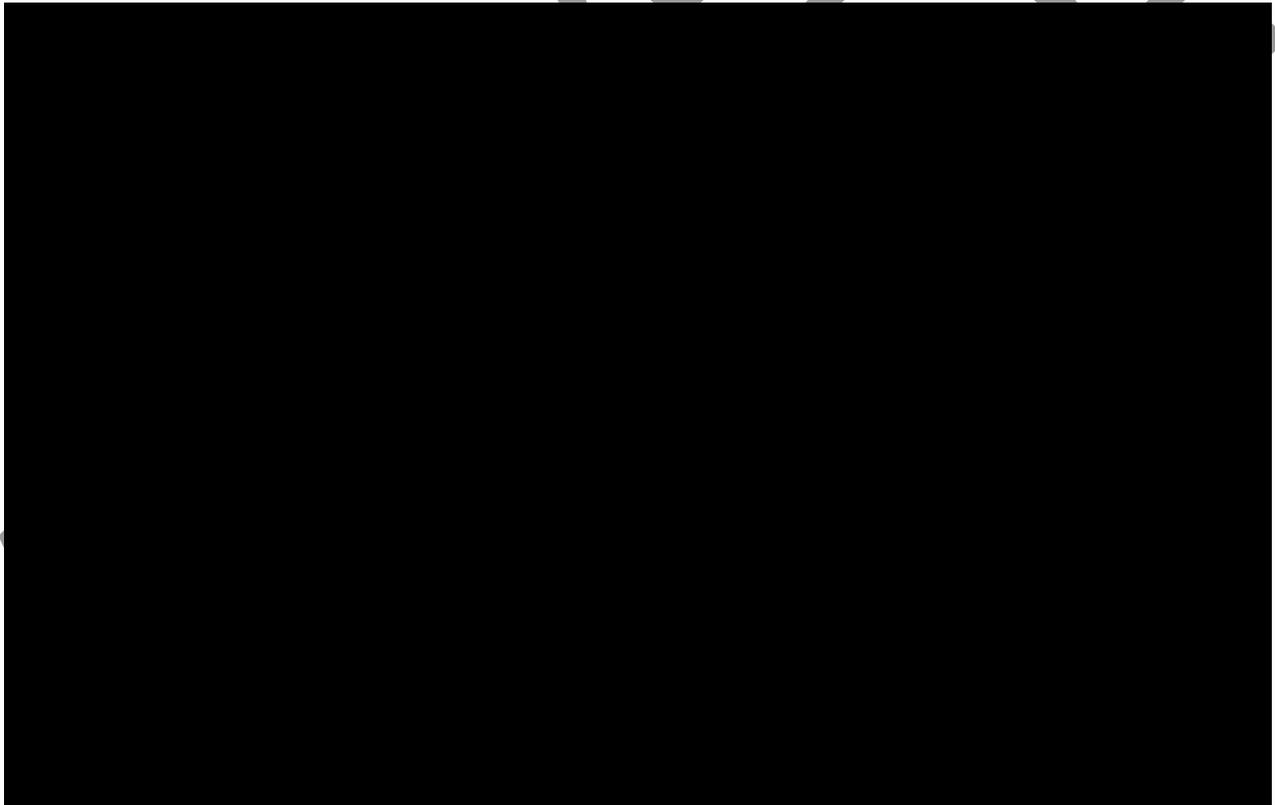
If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598 or if long distance e-mail RSIL@ors.ubc.ca or call toll free 1877-822-8598.

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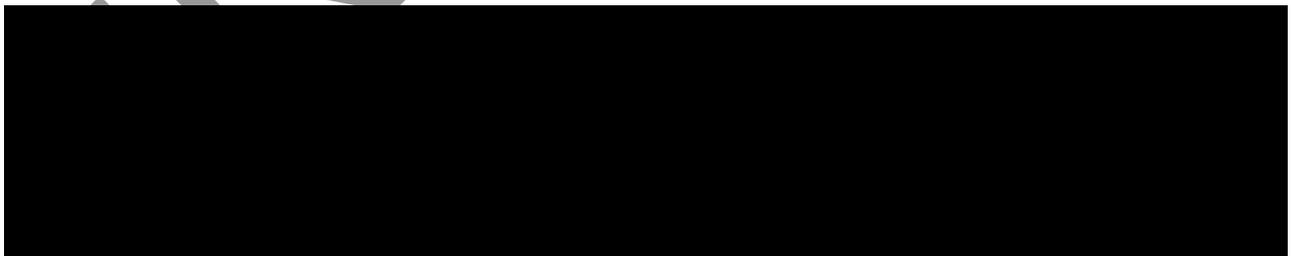
Part 3 – Security of Personal Information

Please consult with the Information Governance Officer, the Chief Information Officer or the IT Security Officer when filling out this section if you have any questions.

11. Please describe the physical security measures related to the initiative (if applicable).



12. Please describe the technical security measures related to the initiative (if applicable).



13. Does your department rely on any security policies? If so, indicate here:



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[REDACTED]

14. Please describe any access controls and/or ways in which you will limit or restrict unauthorized changes (such as additions or deletions) to personal information.

[REDACTED]

15. Please describe how you track who has access to the personal information.

Part 4 – Accuracy/Correction/Retention of Personal Information

16. How is an individual's information updated or corrected? If information is not updated or corrected (for physical, procedural or other reasons) please explain how it will be annotated. If personal information will be disclosed to others, how will the public body notify them of the update, correction or annotation?

Information cannot be updated or corrected after submission because it is promptly de-identified.

17. Does your initiative use personal information to make decisions that directly affect an individual(s)? If yes, please explain.

No.

18. If you answered "yes" to question 17, please explain the efforts that will be made to ensure that the personal information is accurate and complete.

N/A

19. If you answered "yes" to question 17, do you have a records retention and/or disposition schedule that will ensure that personal information is kept for at least one year after it is used in making a decision directly affecting an individual?

With the risk of unintentional mosaic effect, it is important to regularly dispose of data. Data will be kept at UNBC for three years when purchased from CCWS. Within the three-year period, all statistical data will be drawn from the aggregate base results and the raw data sets are no longer required and can be disposed of.

Part 5 – Further Information

20. Does the initiative involve systematic disclosures of personal information? If yes, please explain.

No.

Please check this box if the related Information Sharing Agreement (ISA) is attached. If you require assistance completing an ISA, please contact the Information Governance Officer.

N/A

21. Does the program involve access to personally identifiable information for research or statistical purposes? If yes, please explain.

No.

Please check this box if the related Research Agreement (RA) is attached. If you require assistance completing an RA please contact the Information Governance Officer, the UNBC Research Office or UNBC Archives.

N/A

22. Will a personal information bank (PIB) result from this initiative? If yes, please list the legislatively required descriptors listed in section 69 (6) of FIPPA. Under this same section, this information is required to be published in a public directory.

No.

Please ensure Parts 6 and 7 are attached to your submitted PIA.

Part 6 – Comments, Conditions & Concerns

This PIA is based on a review of the material provided to the Information Governance Officer as of the date below. If, in future any substantive changes are made to the scope of this PIA, the public body will have to complete a PIA update and submit for approval.

Any secondary use of the CCWS data that hasn't been covered by this PIA must go through privacy review. Approval of this PIA assumes that requests for aggregate reports from CCWS responses are run through the Director of Health and Wellbeing who can advise Institutional Research of any concerns to processing and providing the data to meet requests.

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Part 7 – Program Area Signatures

Valerie Boyes Name of Individual leading the Program/Project <i>(Normally the individual who completed the PIA)</i>	As per attached email chain Signature	November 19 2020 Date
Shelley McKenzie Director or Dean Overseeing the Program/Project	As per attached signature page Signature	November 23 2020 Date
Kevin Schretlen Contact Responsible for Systems Maintenance and/or Security <i>(if applicable)</i>	As per attached email chain Signature	December 4 2020 Date
Adam Cullum Information Governance Officer (Privacy Officer)	As per attached email chain Signature	November 19 2020 Date

Once the PIA has been approved with or without conditions, the Information Governance Officer will collect signatures from the individuals indicated above. A copy will be provided to all signatories for convenience or to attach to a requisition or file with a contract.

A final copy of this PIA (with all signatures) will be kept on record with the Information Governance Officer.

Part 7 – Program Area Signatures

Valerie Boyes

Name of Individual leading the Program/Project
(Normally the individual who completed the PIA)

Signature

Date



23-Nov-20

Shelley McKenzie

Director or Dean Overseeing the Program/Project

Signature

Date

Kevin Schretlen

Contact Responsible for Systems Maintenance and/or Security
(if applicable)

Signature

Date

Adam Cullum

Information Governance Officer
(Privacy Officer)

Signature

Date

Once the PIA has been approved with or without conditions, the Information Governance Officer will collect signatures from the individuals indicated above. A copy will be provided to all signatories for convenience or to attach to a requisition or file with a contract.

A final copy of this PIA (with all signatures) will be kept on record with the Information Governance Officer.

Adam Cullum

From: Trevor Fuson <Trevor.Fuson@unbc.ca>
Sent: Friday, December 4, 2020 8:41 AM
To: Adam Cullum; Kevin Schretlen; Valerie Boyes
Cc: Trevor Smith; Shelley McKenzie
Subject: RE: Questions on CCWS data encryption and security

If the technical approach is good for Kevin then it is good with me and I approve.

Trevor Fuson
Chief Information Officer

From: Adam Cullum <Adam.Cullum@unbc.ca>
Sent: Friday, December 4, 2020 8:24 AM
To: Kevin Schretlen <Kevin.Schretlen@unbc.ca>; Valerie Boyes <Valerie.Boyes@unbc.ca>
Cc: Trevor Smith <Trevor.Smith@unbc.ca>; Shelley McKenzie <Shelley.McKenzie@unbc.ca>; Trevor Fuson <Trevor.Fuson@unbc.ca>
Subject: RE: Questions on CCWS data encryption and security

The most appropriate person would be the individual that will be accountable for ensuring best practices are in place during the data transfer to and from UNBC. As long as either you Kevin or Trevor is willing to state this, I can take this email chain as the equivalent signature.

Adam Cullum, BA, CRA (Certified Records Analyst)
Information Governance Officer
Office of the University Secretariat
Room ADMN 2021
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9
Telephone: 250 960 5139

****Please remember to dispose of this email when the contents of the email have been resolved.****

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From: Kevin Schretlen <Kevin.Schretlen@unbc.ca>
Sent: Friday, December 4, 2020 8:14 AM
To: Valerie Boyes <Valerie.Boyes@unbc.ca>
Cc: Adam Cullum <Adam.Cullum@unbc.ca>; Trevor Smith <Trevor.Smith@unbc.ca>; Shelley McKenzie <Shelley.McKenzie@unbc.ca>; Trevor Fuson <Trevor.Fuson@unbc.ca>
Subject: Re: Questions on CCWS data encryption and security

Hello Everyone,

Thanks for all the information.

Given that the data will be collated and de-identified by Qualtrics and then transferred to UBC on OneDrive I'm happy with the security measures being taken with the data.

My understanding is that IT will be providing an alias-list of students to IR at some point in the winter semester, likely January perhaps February.

IR will be working with Qualtrics to generate unique URLs for each student, and a mail-merge process will be used to send the mail to students using UNBC's mail servers.

I'm OK with the reasonable security measures taken.

I'm copying Trevor F. so that he's aware of this.

I am willing to approve this PIA from my standpoint, if Trevor F. is the right person to sign then he will have to, otherwise he can to delegate to me.

Kevin

Kevin Schretlen
UNBC IT Infrastructure Manger
250-960-5653

From: Valerie Boyes <Valerie.Boyes@unbc.ca>

Date: Thursday, December 3, 2020 at 4:39 PM

To: Kevin Schretlen <Kevin.Schretlen@unbc.ca>

Cc: Adam Cullum <Adam.Cullum@unbc.ca>, Trevor Smith <Trevor.Smith@unbc.ca>, Shelley McKenzie <Shelley.McKenzie@unbc.ca>

Subject: FW: Questions on CCWS data encryption and security

Hi Kevin,

Below are the CCWS responses to your questions. Regarding your first question on Section 1 on the data access committee (DAC) I have attached the Terms of Reference for the DAC. The names of those sitting on the current committee are on the last page.

The links Kelly provided for the second question on section 5 go to:

<https://it.ubc.ca/services/teaching-learning-tools/survey-tool/qualtrics-faqs>

It does not really answer the question and Kelly is waiting for a response from UBC IT for more information. There is an email to ubcit.communications@ubc.ca in the FAQs that you may want directly.

The link Kelly provided for the last question about section 12 goes to:

<https://it.ubc.ca/services/web-servers-storage/microsoft-onedrive/microsoft-onedrive-faqs#privacy>

Kevin are you okay with the responses given thus far for your questions on sections 1, 10, and 12? Section 5 still needs UBC IT to respond.

Best,
Valerie

Valerie Boyes, BComm

Institutional Planning Analyst
Integrated University Planning – Institutional Research
University of Northern British Columbia

From: Wunderlich, Kelly <kelly.wunderlich@unbc.ca>
Sent: Thursday, December 3, 2020 11:20 AM
To: Valerie Boyes <Valerie.Boyes@unbc.ca>
Cc: Trevor Smith <Trevor.Smith@unbc.ca>
Subject: RE: Questions on CCWS data encryption and security

Hi Valerie,

Thanks for following up and for your patience waiting for these details. I've included some responses below in red. Please let me know if you need anything else.

Section 1 – who sits on the Data Access Committee? More specifically, is UNBC represented directly or on behalf of a provincial representative? [VB - J] UNBC is not on the DAC. The DAC approval is required for accessing aggregated data of the research dataset with the goal to protect both individual and institutional anonymity. Access to UNBC specific data must be granted by UNBC and subject to our REB approval.

- Kelly the terms of reference on the website that includes the names of the committee members ended on July 20, 2020. Is there an updated list?
- Thank you for bringing this to my attention – I will update the term soon. The committee membership remains the same.

Section 5 – “... kept secure and is stored and backed in Toronto, Ontario and backed in Montreal, Quebec. ...” please clarify what is meant by ‘stored and backed’ [VB - J]. I am contacting CCWS for clarification.

- Kelly, this wording comes from the Implementation Package titled “Option 2: Self-Managed Mail-Out”. Can you elaborate on the what stored and backed entails.

This wording originally came from the information that UBC provided about Qualtrics (see the [FAQS Privacy and Security](#) section; some information is also in the [overview section](#)). I have reached out to UBC IT to see if they can provide further details but have not yet received a response. I will let you know once I hear back.

Section 10 – “Data stored as part of the research [VB - J] registry will be encrypted and password-protected and stored on a computer in a secure UBC location” seems to be add odds with section #5 – where is the data being kept? [VB - J] This wording came from the sample consent letter in the CCWS_Institutional_Ethics_Template.docx. My understanding is that during the survey administration data is on the Qualtrics computers but once data is de-identified and combined with de-identified data from other institutions it is stored at UBC in the data registry but I will verify this with CCWS.

- Kelly, is my understanding of this correct and if not can you explain.

Yes, during the survey administration, data is collected and stored by Qualtrics software and it complies with the BC FIPPA as mentioned above. Once the data is downloaded from Qualtrics by the CCWS, we use UBC's MS OneDrive for data storage. It will be de-identified to make the institution-specific dataset and to be combined with the data registry.



Warmly,
Kelly

From: Valerie Boyes <Valerie.Boyes@unbc.ca>
Sent: Tuesday, December 1, 2020 12:42 PM
To: Wunderlich, Kelly <kelly.wunderlich@unbc.ca>
Cc: Trevor Smith <Trevor.Smith@unbc.ca>
Subject: RE: Questions on CCWS data encryption and security

[CAUTION: Non-UBC Email]

Hi Kelly,

How is it coming along at finding answers to these questions? Would it help to have our IT rep, Kevin Schretlen, speak with members of your team directly?

Let me know if there is anything I can do to assist.

Best,
Valerie.

Valerie Boyes, BComm

Institutional Planning Analyst
Integrated University Planning – Institutional Research
University of Northern British Columbia

250.960.5540

<http://www.unbc.ca/institutional-research>

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+ Please consider the environment before printing this e-mail.

From: Wunderlich, Kelly <kelly.wunderlich@unbc.ca>
Sent: Thursday, November 26, 2020 1:31 PM
To: Valerie Boyes <Valerie.Boyes@unbc.ca>
Cc: Trevor Smith <Trevor.Smith@unbc.ca>
Subject: RE: Questions on CCWS data encryption and security

CAUTION: This email is not from UNBC. Avoid links and attachments. Don't buy gift cards.

Thanks for sending this. I'm double checking a couple things and will respond as soon as I hear back.

Best,
Kelly

From: Valerie Boyes <Valerie.Boyes@unbc.ca>
Sent: Wednesday, November 25, 2020 1:09 PM
To: Wunderlich, Kelly <kelly.wunderlich@unbc.ca>
Cc: Trevor Smith <Trevor.Smith@unbc.ca>
Subject: Questions on CCWS data encryption and security

[CAUTION: Non-UBC Email]

Hi Kelley,

Our IT representative is asking some last minute questions about items we have included in our Privacy Impact Assessment (PIA) that I need your help responding too. We have pulled this information for the PIA from the various documents provided by CCWS such as the Information Package and the Data Access Policy. Here are the questions with my responses to him to this point. I have attached the draft PIA for your reference.

Section 1 – who sits on the Data Access Committee? More specifically, is UNBC represented directly or on behalf of a provincial representative? **[VB - J]** UNBC is not on the DAC. The DAC approval is required for accessing aggregated data of the research dataset with the goal to protect both individual and institutional anonymity. Access to UNBC specific data must be granted by UNBC and subject to our REB approval.

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- Kelly, this wording comes from the Implementation Package titled “Option 2: Self-Managed Mail-Out”. Can you elaborate on the what stored and backed entails.

Section 10 – “Data stored as part of the research **[VB - J]** registry will be encrypted and password-protected and stored on a computer in a secure UBC location” seems to be add odds with section #5 – where is the data being kept? **[VB - J]** This wording came from the sample consent letter in the CCWS_Institutional_Ethics_Template.docx. My understanding is that during the survey administration data is on the Qualtrics computers but once data is de-identified and combined with de-identified data from other institutions it is stored at UBC in the data registry but I will verify this with CCWS.

- Kelly, is my understanding of this correct and if not can you explain.

I have cc'd my manager. Please include him in your response as I will be unavailable for the remainder of the afternoon.

Thanks,
Valerie

Valerie Boyes, BComm

Institutional Planning Analyst
Integrated University Planning – Institutional Research
University of Northern British Columbia

250.960.5540

<http://www.unbc.ca/institutional-research>

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Canadian Campus Wellbeing Survey

Data Access Committee July 1, 2019 to June 30, 2021

Terms of Reference

Adapted from the Student Transitions Project and BC Student Outcomes Terms of Reference

1. Committee Composition:

In accordance with the Data Access Policy Agreement (“the Agreement”), between the University of British Columbia (“the Survey Administrator”) and each party seeking access to the research dataset (“the parties”), a Data Access Committee is established consisting of the following voting members:

- a. PSI members: at least four representatives from participating public post-secondary institutions; at least two of these members will be involved in institutional research and planning functions and at least two of these members will be involved in their institution’s student wellness unit;
- b. Research members: at least two representatives with a research interest in the survey.
- c. Chair of the Committee: a research representative with interest in the survey, and will be selected each year by and from the members of the Committee.
- d. A CCWS data analyst (non-voting).

A current list of Committee members is appended to these Terms of Reference, and shall be kept up to date as membership changes.

2. Purpose of Committee:

To uphold the principles, policies and procedures by which access to CCWS data is sought and granted.

3. Duties and Powers:

The Data Access Committee will:

- a. Review applications for potential risks to both individual and institutional anonymity in analyses and any output;
- b. Provide a mechanism for making data access decisions for case-level datasets, as part of the research dataset of the CCWS;
- c. Ensure that users of the data agree to comply with the informed consents and ethical approvals for the data in question; and
- d. Keep complete records and provide regular summary reports of decisions.

4. Chair:

The Chair of the Committee will be selected each year by and from the members of the Committee. Normally, the Chair will preside at all meetings of the Committee.

5. Secretariat:

The CCWS team will provide operational and administrative support for the activities of the Committee, including by:

- (a) Maintaining an up-to-date record of Committee meeting notes and circulating action items;
- (b) Maintaining a current list of Committee members;
- (c) In consultation with other members of the Committee as appropriate, setting the Committee agenda and,
- (d) Under the direction of UBC, perform the duties of office of record for all administrative issues, including records management, archival considerations and administration of statutory obligations under the *Freedom of Information and Protection of Privacy Act*.

6. Committee Meetings:

The Committee will meet in response to data access requests, to carry out its duties and powers as specified in section 3 of these Terms of Reference. The committee may communicate and vote via email or, if the need arises, call for a meeting by telephone conference call or video link.

7. Delegates:

If a meeting is required, each committee member may assign a designated delegate who from time to time will attend a meeting or vote on their behalf.

8. Quorum and Voting Procedures:

All decisions of the Committee shall be unanimous. If a Committee member is unable to attend a meeting, the member may provide written notice of support or non-support for a proposed decision of the Committee or provide notice that his or her designated delegate will vote on their behalf. The notice may be provided by electronic mail to all other members of the Committee.

9. Membership Term:

Committee members shall be appointed for the term of two years. Members can be renewed for subsequent terms on the Committee with invitation by the Chair.

10. Fees and Expenses:

No fees and expenses will be payable to members of the Steering Committee for engaging in the fulfilment of duties and exercise of powers specified in section 3 of these Terms of Reference.

11. Effect of Terms of Reference:

These Terms of Reference do not affect, modify, limit or interfere with the responsibilities of any of the parties to the Agreement. In the event of any conflict between these Terms of Reference and the Agreement, the Agreement prevails. The Agreement shall guide interpretation of these Terms of Reference.

12. Key Timelines:

These Terms of Reference are in force from the date all parties to the Agreement have signed the Agreement, until the termination of the Agreement pursuant to section 9 of the Agreement.

13. Amendment:

The Terms of Reference may be amended from time to time by the committee as it deems required.

ACTIVE
INITIATIVE

Committee Membership

January 1, 2019 to June 30, 2020

Last updated August 13, 2019

Participating Institution Members

Tanya Miller, Mental Health Initiatives Consultant, Langara College
Courtney Fabri, Manager, Institutional Research, Langara College
Tracey Carmichael, Director, Institutional Research, Justice Institute of BC
Christine Chan, Manager, Institutional Research, Capilano University
Jeff Burrow, Manager, Assessment & Analysis, University of Toronto
Stephanie McKeown, Chief Institutional Research Officer, UBC
Vacancy – student wellness unit representative

Research Members

Matt Kwan, Assistant Professor, Department of Family Medicine, McMaster University
Vacancy

CCWS Data Analyst

Bindu Joopally

Chair

Guy Faulkner, Professor, School of Kinesiology, UBC

Adam Cullum

From: Shelley McKenzie
Sent: Tuesday, November 24, 2020 3:37 PM
To: Adam Cullum; Valerie Boyes; Kevin Schretlen
Cc: Michelle McKinnon; Trevor Smith
Subject: RE: CCWS Institutional Approval
Attachments: 20201119 DRAFT PIA 19-010 Canadian Campus Wellbeing Survey.docx

Thank you very much.

Attached is the PIA with my signature.

Sincerely,

Shelley

"Be kind, be calm and be safe."

**For important COVID-19 information, resources and updates, please visit the UNBC website.*

.....
Shelley McKenzie, BComm MBA
Director, Health and Wellbeing

University of Northern British Columbia

P. 250.960.5177 | F. 250.960.5571

C. 250.612.8371

Shelley.McKenzie@unbc.ca



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From: Adam Cullum <Adam.Cullum@unbc.ca>
Sent: Thursday, November 19, 2020 2:52 PM
To: Valerie Boyes <Valerie.Boyes@unbc.ca>; Shelley McKenzie <Shelley.McKenzie@unbc.ca>; Kevin Schretlen <Kevin.Schretlen@unbc.ca>
Cc: Michelle McKinnon <Michelle.McKinnon@unbc.ca>; Trevor Smith <Trevor.Smith@unbc.ca>
Subject: RE: CCWS Institutional Approval
Importance: High

Sorry Valerie,

I'm just getting to this now but I have accepted all of the changes you proposed and I think this is ready for "signature". If you need to see Valerie's changes please refer to the email she sent on the 13th. If additional changes need to be made, please make them to the attached document.

I will take this as Valerie's approval because I haven't made any substantial changes (I changed a bit of Calibri text to Arial).

Once Shelley (as oversight) and Kevin (as approving the process behind the information transfer between CCWS and UNBC) approve via email then I am done being in the way on this.

Adam Cullum, BA, CRA (Certified Records Analyst)

Information Governance Officer

Office of the University Secretariat

Room ADMN 2021

University of Northern British Columbia

3333 University Way

Prince George, BC V2N 4Z9

Telephone: 250 960 5139

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From: Valerie Boyes

Sent: Friday, November 13, 2020 2:17 PM

To: Shelley McKenzie <Shelley.McKenzie@unbc.ca>; Adam Cullum <Adam.Cullum@unbc.ca>; Kevin Schretlen <Kevin.Schretlen@unbc.ca>

Cc: Michelle McKinnon <Michelle.McKinnon@unbc.ca>; Trevor Smith <Trevor.Smith@unbc.ca>

Subject: RE: CCWS Institutional Approval

Hello all,

Attached is an updated PIA document with changes I am proposing. Revision marking is turned on so you can review the changes.

The changes can be found in these sections:

- 4 – minor wording change
- 5 – sentence added
- 8.3 and 8.4 – major changes to process to reflect UNBC sending email invitation and reminders.
- 9.3 – process change
- 15 – minor word change

Best,
Valerie

Valerie Boyes, BComm

Institutional Planning Analyst
Integrated University Planning – Institutional Research
University of Northern British Columbia

250.960.5540

<http://www.unbc.ca/institutional-research>

Canada's Green University™

+ Please consider the environment before printing this e-mail.

From: Shelley McKenzie <Shelley.McKenzie@unbc.ca>
Sent: Friday, November 13, 2020 12:50 PM
To: Adam Cullum <Adam.Cullum@unbc.ca>; Valerie Boyes <Valerie.Boyes@unbc.ca>; Kevin Schretlen <Kevin.Schretlen@unbc.ca>
Cc: Michelle McKinnon <Michelle.McKinnon@unbc.ca>; Trevor Smith <Trevor.Smith@unbc.ca>
Subject: RE: CCWS Institutional Approval

Thanks Adam. Looks great, we are close.

One comment I have is a couple points in Section 8 (personal info flow) may still refer to the CCWS doing deployment and not UNBC.

Can you please double-check?

Thanks.

Shelley

"Be Kind, Be Calm, Be Safe"

.....
Shelley McKenzie, BComm MBA
Director, Health and Wellbeing

University of Northern British Columbia

P. 250.960.5177 | F. 250.960.5571

C. 250.612.8371

Shelley.McKenzie@unbc.ca



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From: Adam Cullum <Adam.Cullum@unbc.ca>
Sent: Tuesday, November 10, 2020 4:24 PM
To: Shelley McKenzie <Shelley.McKenzie@unbc.ca>; Valerie Boyes <Valerie.Boyes@unbc.ca>; Kevin Schretlen <Kevin.Schretlen@unbc.ca>
Cc: Michelle McKinnon <Michelle.McKinnon@unbc.ca>; Trevor Smith <Trevor.Smith@unbc.ca>
Subject: RE: CCWS Institutional Approval

Please see the attached and provide feedback if you the contents don't reflect what is happening or if more information is required.

Adam Cullum, BA, CRA (Certified Records Analyst)

Information Governance Officer

Office of the University Secretariat

Room ADMN 2021

University of Northern British Columbia

3333 University Way

Prince George, BC V2N 4Z9

Telephone: 250 960 5139

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From: Shelley McKenzie
Sent: Tuesday, November 10, 2020 4:13 PM
To: Trevor Smith <Trevor.Smith@unbc.ca>; Adam Cullum <Adam.Cullum@unbc.ca>; Valerie Boyes <Valerie.Boyes@unbc.ca>; Michelle McKinnon <Michelle.McKinnon@unbc.ca>
Subject: FW: CCWS Institutional Approval

Here is the approval from the Provost last year.

Sincerely,

Shelley

"Be kind, be calm and be safe."

**For important COVID-19 information, resources and updates, please visit the UNBC website.*

.....
Shelley McKenzie, BComm MBA
Director, Health and Wellbeing

University of Northern British Columbia

P. 250.960.5177 | F. 250.960.5571

C. 250.612.8371

Shelley.McKenzie@unbc.ca



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From: Brenda Sitter
Sent: Monday, February 24, 2020 3:06 PM
To: Shelley McKenzie <Shelley.McKenzie@unbc.ca>
Subject: CCWS Institutional Approval

Good afternoon Shelley,

Please see the attached Institutional Approval form under the conditions of the cover email.

Thank you,
Brenda

Brenda Sitter
Executive Assistant to the Provost and Vice-President Academic

ACTIVE
INITIATIVE