



Toronto District School Board

APPLICATION TO CONDUCT AN EXTERNAL RESEARCH STUDY IN THE TORONTO DISTRICT SCHOOL BOARD (“TDSB”)

ACKNOWLEDGEMENT

I, *(Insert Full Name)* _____
acknowledge and agree that:

- Information collected as part of this study/research project will not be used for any purpose other than that described in the application and without written authorization from the TDSB.
- All individual identifiers will be destroyed after completion of the data analysis.
- No individual to whom personal information relates will be contacted directly or indirectly after completion of the research described in the application.
- No TDSB schools, teachers or students or parents/guardians will be identified in any report emanating from this study/research project without permission.
- Confidentiality of personal information shall be maintained in accordance with the requirements of *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56 (“MFIPPA”), the *Personal Health Information Protection Act*, 2004, S.O. 2004, Chapter 3, Schedule A (“PHIPA”), the *Education Act*, R.S.O. 1990, Chapter E.2 (the “*Education Act*”), the *Child, Youth and Family Services Act*, 2017, S.O. 2017, Chapter 14, Sched.1 (“CYFSA”), and other applicable legislation in the province of Ontario as well as TDSB policies and procedures, as may be amended from time to time (collectively “TDSB privacy laws”).
- All information that is in the custody or control of the applicant shall be subject to MFIPPA and its associated regulations and any TDSB record that contains personal information shall be handled by the applicant in accordance with MFIPPA and its associated regulations; and the collection, use, retention and disclosure, of personal information obtained by the applicant shall be subject to MFIPPA and its associated regulations.
- Upon application approval, I will be required to sign a Conditions of Access and Confidentiality Agreement with the TDSB in the form acceptable to the TDSB.
- I will be required to obtain all appropriate and necessary consent forms from the participants in writing prior to the commencement of the study/research project and prior to the collection of any data.
- I will be required to comply with all applicable TDSB policies, procedures, guidelines, and protocols as may be amended from time to time.

CONFIDENTIALITY, PRIVACY AND COMPLIANCE

I, *(Insert Full Name)* _____ shall:

- Not disclose or transfer any personal information without the TDSB's written authorization.
- Ensure the security and integrity of personal information.
- Notify the TDSB when I anticipate or become aware of an occurrence of breach of privacy.
- Not copy any TDSB records or personal information collected, in whole or in part, unless copying is essential for the study/research project.
- Not access any personal information unless the TDSB determines, in its sole discretion, that access is permitted under MFIPPA, PHIPA, CYFSA or the *Education Act*.
- Restrict access to personal information to those individuals who have a need to know it for the purpose of this study/research project and who have been specifically authorized to have such access for the purpose of the study/research project.

(for video, audio, and web conferencing format of the study/interview/participation/discussion)

- Not record any video, audio, or web conferencing sessions. TDSB privacy laws that address the protection of individual's personal information apply to audio, video and web conferencing activities contemplated by the study/research project.
- Not collect or record any personal information of students and staff that I may observe during video, audio or web conferencing sessions unless all informed consent forms have been obtained in writing and participants have agreed to the collection and use of their information, including personal information, for the purpose of the study/research project.
- Identify myself and others (if applicable) joining a video, audio, or web conferencing session by providing the full names at the beginning of each video, audio or web conferencing session.
- Use the video, audio, or web conferencing service's privacy settings to make the conference private or accessible only by invited participants.
- Not disclose details of the video, audio, or web conferencing sessions on social media.
- Avoid unnecessarily disclosing personal information during a video, audio, or web conference.

- Be careful about who can hear the video, audio or web conference and consider using headphones or holding a conference in a separate room to prevent others from overhearing the conference.

Signature of Principal Investigator/Researcher:
Date of Signature/Submission:

Please address any questions to:
Amie Presley, Chair External Research Review Committee
E-mail: ERRC@tdsb.on.ca

Please submit your completed application package at: https://tdsb.ca1.qualtrics.com/jfe/form/SV_0HXtoypPyehJ7Rr
