

INSTRUCTIONS

PROGRAM STATISTICS REQUEST

INTER 10-659IE

PURPOSE

The purpose of the form is to establish a process for safeguarding and protecting the disclosure standards established for the statistical information provided. Additionally, this form is used to record requests and meet the requirements set in the Government of Canada Recordkeeping directive. Furthermore, this form will be used to assess the specifications and requirements for building the statistical reports. This form must be completed by all internal and external clients requesting statistical information.

The form will also enable the collection of some statistical information about the number of requests received per year, the number of requests by type of organization, the type of data requested most frequently and the number of request for research purposes. Send your requests to statistiquessureducation-educationstatistics@sac-isc.gc.ca

HOW TO COMPLETE THIS FORM

Field	Definition and additional information	Instruction
1. Requester Information		
Requester name	This field identifies the person making the request.	Use this section to enter your full name.
Title	This field identifies the person making the request.	Use this section to enter your professional title.
Request date	This field will provide information to establish service standards.	Enter the date of your request
Mailing address	This field identifies the address of the requestor or of the organization the requestor represents.	Provide a civic address or P.O. Box at which the requestor can be reached
Telephone number	This field provides contact information of the requestor.	Enter the 10-digit telephone Number; automatically formatted.
Email address	This field provides contact information of the requestor.	Enter the email address of the requestor.
Organization/Branch type	This field identifies the organization to which the requestor belongs.	Select the Organization/Branch type. If you choose "Other", specify the type of your organization.
Organization/Branch name	This field identifies the name of the organization or of the Branch to which the requestor belongs.	Provide of the official name of your organization and/or branch.
2. Request specifications		
Information required by this date (YYMMDD)	Enter date required.	Enter date in format YYYYMMDD
Does this request involve any personal information attributes (names, date of birth, Indian registration number, medical information, etc.)?	All statistical information is "de-personalized". However if personal information attributes are requested, an Information Sharing Memorandum of Understanding or Agreement will need to be put into place before the personal information can be provided. The Privacy Act (s. 3) defines personal information as "information about an identifiable individual recorded in any form". This includes: name, address, phone number, medical/clinical information, ID numbers, education history, ethnicity, employee files, etc. Any request involving personal information attributes will require Access to Information and Privacy Director to approve the request.	Select Yes or No radio button. When "Yes" is selected, the requestor will automatically be contacted to provide further information in order to assess the legitimacy of the request (e.g. Does the requestor have the legal authorization to request the personal information? Has the person or First Nation community provided consent?, etc.)
If applicable, indicate the legal, regulatory or policy	The authority under which you make a request is a mandatory requirement for granting your request.	Provide the official name of the Authority. (e.g., the <i>Financial</i>

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authority under which you are making this request	This may not apply to non-governmental organizations.	<i>Administration Act, the Department of Indigenous Services Act)</i>
State the questions that you are trying to address with the requested information	Note that one statistical report answers one business question. State all questions you need to answer in this request. Note that if you add new specifications after the statistical reports is/are delivered, you will need to fill a new request or create an amendment to the original request. The statisticians and/or analysts may contact you to obtain further details about your stated questions. Examples for business question you are trying to address could be: What is the number of students, by gender, by grades, who attended provincial schools in Manitoba in 2009, 2010 and 2011? What is the average student/teacher ratio for band-operated schools for all grades in all provinces?	Provide the specific questions you are trying to address in your work.
Describe the data requested	This field is used by the statisticians and/or analysts to process your request and build the statistical report. Therefore, provide the specific data attributes wanted, the years required, specify the program, etc). Data attributes are specific fields requested, for example, if in your question above you requested grades, state the grades you need: grade 1 to 12; grade 1 to 7. The years required are also important for building the report that will be relevant for your work. Finally, identify the program for which you require the statistical information, for example, Education, Indian Registry, Census, etc.	Provide a specific description of the data elements you need.
3 .Use of requested information		
Planned use for the requested information	This field identifies the category of planned use that the requestor will have for the information requested. This information will ensure that the request is in line with the consistent uses identified in the Program's Personal Information Bank. Any other use will require Access to Information and Privacy Director to approve the request and related statistical reports.	Select the check box for the category of planned use for the information requested. If you select "Other" specify the intended use.
Purpose statement for the request and the intended use	In this section, based on the planned use identified in the previous field, explain in details how the statistical information will be used in your work. For example, describe the research/work objective, scope, and when applicable, research standards and/or methods used, including audiences, communication plans, etc.	Provide a detailed description for the purpose of your request and state all intended use.
Audience for the statistical report?	Indicate the primary audience for the statistical information you requested.	Select the check box associated with the audience. More than one may be identified.
Participation / Involvement of First Nations in the research project or statistical study	Indicate if First Nations be involved/engaged in the research or the work you are preparing?	If yes, Indicate the details about how First Nations will be involved/engaged in the research project or statistical study.
First Nations involvement or engagement details	If First Nations will be involved/engaged in your work, specify the name of the community, the frequency of involvement and explain the extent of their involvement additionally explain the format of the engagement.	Provide a detailed explanation about First Nations involvement or engagement.
Statistical report publishing	Indicate where and when the statistical report will be published. For example, departmental portal, a public or internal website, or an official publication, etc.	Provide the website address, the name of the publication and the date of publication.