

# Data Access Agreement

I, the undersigned, require access to the BC Public Service Agency's workforce data.<sup>1</sup> As a condition of my access, I agree to the following terms:

1. I will not share raw data with unauthorized users. You may share results of analyses such as reports produced provided the results do not identify individual employees, subject to this Agreement. All use and dissemination regardless of level of access is subject to applicable legislation and privacy policy and guidelines.
2. I will only use the data to carry out the duties of my employment as per section [32\(a\) of FOIPPA \(Freedom of Information and Protection of Privacy Act\)](#).
3. To protect the privacy of individuals, very small population numbers must be suppressed (masked) to prevent the identification of individuals. This includes individual datasets or reports which could be combined to reveal personal information. Consult your [Ministry Privacy Officer](#) if unsure.
4. I acknowledge access to the data is not equivalent to a right to report out on the data. I will seek guidance from my supervisor and/or the applicable program area responsible to ensure correct understanding and interpretation prior to use.
5. If I intend to publish or disseminate a report, table, PowerPoint, analysis or data product, I will indicate the source of the data, the date on which the data were accessed, will include data notes to aid understanding, if applicable, and will attach contact information (e.g.: name and title; work unit and organization).

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<sup>1</sup> Agreement covers but is not limited to the following: HR Analytics, Workforce Analytics, Performance Development Platform Administrator Access.

6. If I intend to publish a report using data pertaining to a ministry or organization outside of my client ministry(ies), I will provide the draft report or section of the report to the source ministry(ies) responsible, with a description of how the data have been used. The ministry HR Executive Director (or delegate) will have 14 calendar days to review and comment on the report before it is released. Published reports using HR data pertaining to another ministry must indicate the source of the data, the date on which the data were obtained, how the data were used, and the organization responsible for the report.
7. I will store data securely as per [s. 30 of FOIPPA](#) and the [BC Government's Information Security and Appropriate Use Policies](#).
8. If I change positions or if I no longer require access, I will submit a MyHR request to advise of this change in my status as per BC Government [off-boarding procedures](#).
9. All access requests are subject to review and approval by the BCPSA's [Chief Data Officer \(CDO\)](#)

**I confirm the employee named below may be granted access to the data as indicated in this Agreement, subject to program area approval as applicable.**

**I acknowledge the user may see row-level organization-specific and/or BCPS-wide data. I am aware the data are sensitive due to the potential for re-identification, or the data may directly identify individuals. I am aware that once access is granted, the data are in the custody and control of my program area. At that point, my program area is responsible for compliance with FOIPPA, the Information Management Act and this Agreement.**

**I have read, understand, and will abide by the terms of this Agreement.**

<b>Name of User:</b>	
<b>IDIR:</b>	
<b>Position Title:</b>	
<b>Organization:</b>	
<b>Date:</b>	
<b>Signature of User:</b>	
<b>Access Required:</b> <i>Requests to 'mirror' another user's access <u>will not</u> be accepted or actioned.</i>	
<b>Indicate specific organization/business unit(s) or government-wide access:</b>	
<b>Provide sufficient detail about the dashboards, reports, report groupings or data required:</b>	
<b>Provide clear rationale for access:</b>	
<b>Note duration of access (temporary or ongoing):</b>	
<b>If access is temporary, please provide the access end date:</b>	

**Approvals<sup>2</sup>:**

<b>Name of User's Supervisor:</b>	
<b>Date:</b>	
<b>Signature:</b>	
<b>Name of User's Executive Director (or equivalent/delegate):</b>	
<b>Date:</b>	
<b>Signature:</b>	

<sup>2</sup> If the supervisor is an Executive Director (ED), only the ED signature block is required. If the user is an ED, or reports to an ADM, Associate DM or DM, only the user signature is required.