

Policy on Proprietary Research Data

Document 220090

Context and Purpose

The intention of this policy is to ensure that data collected for research projects are used solely for the intended purposes, so as to foster the collaboration and confidence of data providers, and render possible the completion of research projects that otherwise would be impossible or limited.

Scope

This policy covers the use, storage and destruction of proprietary research data used by contracted researchers on behalf of the Canadian Institute of Actuaries (CIA). External data that are publicly available are not within the scope of this policy.

Policy Statements

1. Introduction

This document describes the procedures used and the security measures taken by the CIA to collect, use, and store proprietary data gathered by its Research Council (REC), or by other CIA volunteer groups in the course of their work done on behalf of the Institute. *Proprietary data* means data not owned by the CIA but for which the CIA has obtained permission to use for the period of time indicated under the terms of the contract with the researcher(s).

2. Collection, Use, Storage, and Destruction of Data

2.1 All research projects involving the collection of proprietary data shall be approved by the designated council responsible for the project.

2.2 The council shall also designate the individuals and/or firms (e.g., members of a committee, data research firms), to be known as the "Research Group", who are authorized to undertake the collection of, or work with, or review the data for a specific project.

2.3 Only data that are necessary for the purposes of the research project will be collected.

2.4 All personal and confidential information contained within the data collected shall be made available only to the members of the Research Group who must have access to it for the purposes of the project.

2.5 All data collected shall be maintained in a secure location. For example, in the case of physical, hard-copy data, the material will be stored under lock and key. In the case of electronic data, the files will be password protected. Only those individuals assigned to the project may have access to the data.

2.6 All data collected shall be used for the specific purposes outlined in the project approved by the council.

2.7 The source data collected will be retained only for as long as reasonable to fulfil the purposes of the project. The CIA will maintain a copy of all source data and any final derived data for future reference. The Research Group must remove all source and working copies of data from their electronic devices and ensure that non-CIA members do so at the conclusion of their contract. The Research Group must provide written assurance to the CIA that this has been done.

3. Confidentiality

3.1 All members of any CIA volunteer group that deals directly with research data collected in confidence from third parties shall sign, upon their appointment, a confidentiality agreement that prohibits the sharing of any personal or confidential information of which they become aware in the course of their work undertaken on behalf of the Institute.

3.2 Other individuals involved in the collection of data for a specific project, but who are not members of a CIA entity as defined in section 3.1, shall sign a similar confidentiality agreement, prior to their exposure to the data.

3.3 The designated council shall identify, prior to the commencement of a project, whether or not an additional confidentiality agreement, specific to the project, is warranted (i.e., when particularly sensitive data will be collected.)

3.4 When involved in a project that warrants a special agreement, the individuals involved in the collection of data for projects identified in section 3.3 shall sign a confidentiality agreement specific to the project, prior to their exposure to the data, that prohibits the sharing of any personal or confidential information collected with parties other than the members of their group and the individuals assigned to the project by the designated council.

4. Other

4.1 This policy shall be provided to all CIA volunteer groups, for their information.

4.2 This policy shall be provided, upon request, to all individuals or companies providing data to the CIA for the purposes of a research project covered by this policy.

4.3 This policy shall be followed in conjunction with the CIA Privacy Policy and all other related bylaws and CIA internal policies in existence.

Exemptions

N/A

Escalation procedures/management of non-compliance with this policy

N/A

Definitions and abbreviations

N/A

Associated Documents

[Policy on Due Process for the Selection of Research Projects and Research Providers, and on the Approval of Research Reports](#)

[CIA Privacy Policy](#)

References

N/A

Monitoring, evaluation, and review

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Procedures

N/A