



Canada Foundation for Innovation  
Fondation canadienne pour l'innovation

## PRIVACY AND ACCESS TO INFORMATION

The Canada Foundation for Innovation (CFI) promotes an open and transparent approach to communications with a focus on information sharing while respecting the privacy of its client institutions and their researchers. Although the CFI is not subject to the federal Access to Information Act, the Privacy Act, or the Personal Information Protection and Electronics Documents Act, it operates in a transparent manner while respecting the principles of freedom of information and protection of privacy.

### PRIVACY

In connection with its funding activities, the CFI collects personal information about individuals involved in the proposals that it considers and the projects that it funds. The CFI also collects personal information about other individuals with whom it communicates in the course of delivering its programs and activities. This policy outlines the access and privacy principles to which the CFI adheres and describes how the CFI uses and discloses personal information.

### Principles

The CFI access and privacy provisions are based on the following principles, which are drawn from the Canadian Standards Association's *Model Code for the Protection of Personal Information*, recognized as a national standard in 1996.

- 1. Accountability:** The CFI is responsible for personal information under its control and has designated the Vice-President, Corporate Services, accountable for the CFI's compliance with its principles.
- 2. Identifying Purposes:** The purposes for which personal information is collected shall be identified at or before the time the information is collected.
- 3. Consent:** The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except when inappropriate.
- 4. Limiting Collection:** The collection of personal information by the CFI shall be limited to that which is necessary for the purposes identified. Information shall be collected by fair and lawful means.

**5. Limiting Use, Disclosure, and Retention:** Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as deemed necessary for fulfillment of those purposes.

**6. Accuracy:** Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

**7. Safeguards:** Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

**8. Openness:** the CFI shall make readily available to individuals information about its policies and practices relating to the management of personal information.

**9. Individual Access:** Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to request a correction of factual inaccuracies.

**10. Challenging Compliance:** An individual shall be able to address a challenge concerning compliance with the above principles to the Vice-President, Corporate Services.

### ***Collection, Use and Disclosure of Personal Information***

In program delivery

The CFI requires its institutional applicants to provide certain personal information about project leaders and researchers involved with the projects for which funding is sought. Such information includes, but is not limited to, curriculum vitae, contact information, academic affiliation, and area of work. The CFI also requests applicants to provide names, contact information and areas of expertise of potential reviewers for the application. Moreover, the CFI solicits comments from reviewers and committees related to applications for funding, which may include comments respecting the suitability, expertise and qualifications of the project participants either individually or collectively. This information is used in connection with the CFI's review of an application.

The CFI uses personal information collected in connection with funding applications to review such applications, to administer and monitor grants of funding and to promote innovation in Canada. As part of the review process, application information is disclosed to independent reviewers and members of committees drawn from the academic, private and public sectors. All of these individuals are informed of the CFI's obligations to protect such information and agree to comply with such obligations.

The CFI may publish or otherwise disclose in its corporate communications including press releases and on its web site, information on approved funding applications and reports respecting on-going projects for which funding has been approved. The purpose of these communications is to publicize projects that are funded by the CFI. Such disclosure/publication may include the names, titles, and affiliations of project leaders and researchers, and with their specific consent, comments provided by them, with attribution for communications purposes.

Information contained in applications may be disclosed to potential third party funding partners or granting agencies for a proposed project, for purposes of application review and for project administration (Joint Review).

The CFI may use information provided to it in connection with funding applications to identify prospective reviewers.

The CFI also uses personal information provided in connection with funding applications for purposes of its internal management, administration and evaluation requirements. In this regard, the CFI may use and disclose personal information for program planning, evaluation and review, in audits, and for generating statistics for these activities. Personal information provided to contractors and consultants in the context of these activities is subject to confidentiality/ nondisclosure provisions.

The CFI routinely publishes and disseminates certain information about successful applications. Such information may include information about project leaders and researchers including name, institution and department affiliations and field of work or research.

#### Non-program delivery

The CFI also collects limited personal information through its web site and electronic mail related to persons who express interest in receiving the CFI's on-line magazine, news releases, and email bulletins, as well as persons who make requests for help or systems troubleshooting. Personal information collected in these activities is used only for the purpose that it is collected and is not used or disclosed for any other purpose.

#### ***Consent for Use and Disclosure of Personal Information***

The CFI requires applicant institutions to obtain the consent of all project leaders and researchers to the inclusion of their personal information in applications and to its use and disclosure in connection with the CFI's review of funding applications and for project administration, as described above. Where disclosures for Joint Review purposes form an integral part of a joint-funding program which has been clearly described to applicants and project participants in the CFI program literature, the above consent will include consent of project participants to such

disclosure. Where disclosure for Joint Review was not anticipated and has not been so described, the institution will seek the express consent of participants to such disclosures. Consents given in connection with program delivery (funding applications, etc.) may not be withdrawn. Consents to participation in non-program delivery activities such as mailing lists may be amended or withdrawn at any time (see below).

### ***Information Retention***

The CFI retains information obtained in connection with funding applications for a period sufficient for completion of its purposes related to an application including administration, reporting, assessment and audit.

### ***Keeping Personal Information Accurate***

The CFI will correct any factual inaccuracies in personal information held by it in response to satisfactory evidence provided by the individual to whom it relates, or by an applicant with the knowledge and consent of the individual to whom it relates.

### ***Protecting Information***

The CFI uses appropriate security measures to protect against loss, theft, or unauthorized access, disclosure, use or modification of personal information collected by it. Such measures involve physical, organizational and electronic security procedures and systems. The CFI requires that its employees keep all personal information confidential and comply with its personal information security standards through its Code of Ethics and its HR policies. The CFI requires third parties who are provided with personal information, including its independent reviewers and members of committees and its contractors to keep such information confidential, to use it only for the specific purpose for which it was provided, and to manage and protect it at all times in accordance with standards established by the CFI.

The CFI takes appropriate measures to ensure that upon disposal and destruction of records, confidentiality of personal information is maintained.

### ***Access to Personal Information***

Any individual whose information has been collected and is held by the CFI may request access to that information. Upon request, the CFI will advise individuals of the existence, use and disclosure of their personal information on file with the CFI. There will be no cost for reasonable requests to access information unless the individual requests copies of records, makes multiple requests, or the request involves significant retrieval costs. The CFI will not respond to requests for access to personal information that are frivolous, vexatious or repetitious.

In certain circumstances, the CFI may be unable to provide access to some or all of the personal information that it holds about an individual. Such circumstances include, for example, those in which personal information about the individual cannot reasonably be separated from personal information of others, or cannot be disclosed for reasons related to personal security, solicitor-client privilege or commercial confidentiality.

***Requests for Access; Questions, Concerns; Withdrawal of Consent***

Individuals may request access to their information, address any questions or concerns regarding their personal information or change or withdraw their consent to the CFI's use of their information, in accordance with this policy by contacting the CFI's Vice-President, Corporate Services:

by mail to: Canada Foundation for Innovation  
230 Queen Street  
Suite 450  
Ottawa, Ontario  
K1P 5E4

Attn: VP, Corporate Services

by telephone: 613-947-6496

by email: [info@innovation.ca](mailto:info@innovation.ca)

**ACCESS TO NON-PERSONAL INFORMATION**

In addition to providing access to personal information held by it, the CFI will respond to requests for non-personal information provided to it by the research community and the general public. Such requests will be processed in accordance with the principles of the *Access to Information Act* to the extent applicable to the CFI. Requests for information should be made by contacting the relevant CFI program or corporate section directly in the first instance. Where disclosure of the information may be withheld for privacy or other reasons, CFI program staff will refer the request to the Vice-President, Corporate Services

**COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION – PROJECT LEADERS  
AND RESEARCHERS - APPLICATION FOR INFRASTRUCTURE FUNDING**

In connection with an application to the CFI by [name of institution] (“the Institution”) for funding for the [descriptive title] research infrastructure project, the Institution proposes to collect and provide to the CFI certain personal information (including name, department affiliation, and curriculum vitae) relating to the project leader and researchers who will use the infrastructure if the application is approved.

The Institution has obtained the consent of the project leader and all researchers designated in the project application to the collection, use and disclosure of their personal information in connection with the project, as described in the CFI’s Privacy and Access to Information Policy.

This information will be used by the CFI primarily for reviewing applications and administering and monitoring awards. It may also be used and disclosed, in whole or in part as appropriate, for the following related purposes:

- consultations, if necessary, with pertinent agencies for the purposes of Joint Review,
- identifying prospective expert reviewers and committee members,
- administering and monitoring awards,
- program planning and evaluation, audits,
- statistical studies conducted by the CFI on the funding of research and research training in Canada,
- publicity purposes with the specific consent of the individual, and
- sharing information with agreed upon potential third party funding partners and funding agencies.

For a more complete description of the uses, disclosures, and management practices related to personal information by the CFI, please see the full text of the CFI’s Privacy and Access to Information Policy document ([www.innovation.ca](http://www.innovation.ca)).

The Institution has provided a copy of the CFI’s Privacy and Access to Information Policy to the project leader and researchers designated in the project application.

\_\_\_\_\_  
Name of CEO or authorized representative  
(Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Date

***Protected when completed.***

For reference only

**CANADA FOUNDATION FOR INNOVATION (“CFI”)**

**INDIVIDUAL PERSONAL INFORMATION CONSENT – PROJECT LEADERS  
AND RESEARCHERS - APPLICATION FOR INFRASTRUCTURE FUNDING FOR  
USE WITH COMMON CV**

In submitting this CV to the Canada Foundation for Innovation (CFI), I accept responsibility for the accuracy of all the information entered. I understand that personal information provided to the CFI will be safeguarded. It will be used and disclosed in accordance with the CFI’s Privacy and Access to Information Policy which is based on the principles in the Canadian Standards Association’s Model Code for the Protection of Personal Information.

I also understand that my personal information will be used by the CFI primarily for reviewing applications and administering and monitoring awards, and that it may also be used and disclosed, in whole or in part as appropriate, for the following related purposes:

- consultations, if necessary, with pertinent agencies for the purposes of Joint Review,
- identifying prospective expert reviewers and committee members,
- program planning and evaluation, audits,
- statistical studies conducted by the CFI on the funding of research and research training in Canada, and
- publicity purposes with the specific consent of the individual, and
- sharing information with agreed upon potential third party funding partners and funding agencies.

I have read the full text of the CFI’s Privacy and Access to Information Policy document ([www.innovation.ca](http://www.innovation.ca)) which contains a more complete description of the uses and disclosures of personal information by the CFI and its information management practices and I consent to the uses and disclosures of my personal information by the CFI as described in that policy.

**I agree and wish to continue**

**I disagree and wish to return.**

*Protected when completed.*