

## **Microdata access**

The data access services for research purposes (SAD) of the Institut de la statistique du Québec (ISQ) are part of its mission to produce, analyze and disseminate objective, official and quality statistics for Quebec. These enrich the knowledge, inform debate and support decision-making of different actors of the Quebec society.

The data access services for research purposes (SAD) can provide its different users scientific and technical services to produce analysis files fit to their needs (art. 5, LISQ, 5). The ISQ can also establish partnerships with departments and organizations in Quebec to exploit administrative data for statistical purposes (Article 5 LISQ, 2), which allows, among other things, to offer its customers an access to files created through the linking of administrative data with survey data.

The ISQ promotes the use of its survey microdata files, making them accessible contingent on certain confidentiality-related requirements, to researchers, university professors and students, and researchers in institutional and community milieus.

To protect the confidential information of survey respondents, as required under section 25 of the [Act respecting the Institut de la statistique du Québec](#), ISQ survey microdata files do not contain any nominative information.

In addition, researchers must solemnly undertake to comply with the duty of confidentiality in accordance with the requirements regarding the protection of personal and confidential information given by survey respondents.

## **Policy on informing survey participant**

Our survey participants are at the heart of our mission. Therefore, we undertake:

- to protect the confidentiality of the information you provide;
- to give you all the information to enable enlightened participation;
- to find means of making it easier to respond to our surveys;
- to make sure that you will be treated with respect, courtesy and professionalism by ISQ staff.

By adopting the [Policy on Informing Survey Participant](#) (french version), ISQ confirms its commitments with respect to its participants.

When our representatives contact you, they must identify themselves clearly and inform you that the survey is being conducted by ISQ.

They must also:

- clearly specify the purpose of the survey;
- tell you whether your participation in the survey is voluntary or mandatory;
- give you the appropriate assistance contact information, if needed.

In the case of a telephone interview, they must:

- specify the duration of the interview;
- notify you of the possibility of the interview being monitored by a supervisor for quality control purposes.

## **Measures to protect participant's identification**

### ***Procedure***

To access and use ISQ survey microdata files, researchers must first [e-mail Data access services for research purposes](#) (SAD), providing:

- their intentions;
- a summary of their research and analysis projects;
- their mailing and e-mail addresses, and those of any researchers or assistants associated with the project;
- the name of the place where they want to use the data, i.e. Montréal or Québec.

Upon receipt by SAD of the request, a [form](#) is sent to the researcher(s) for specifics on the research and analysis project. Once filled out, the form must be sent electronically to SAD together with the curriculum vitae of the researchers associated with the project.

A review committee will then assess the application and, where appropriate, will recommend to the Director General of the ISQ that a contract be entered into between the Institut and the researcher(s).

Lastly, after taking the oath of confidentiality and signing the contract, researchers may start their research and analysis work with microdata files in the CADRISQ laboratory as stipulated in the contract. It should be noted that the entire access procedure can take from four to six weeks.

### ***Special procedures for accessing enterprise microdata files***

Those data can be accessed on certain conditions and using procedures somewhat different than those used to access survey microdata on individuals and households. To find out about access procedures, please contact [SAD](#).

### ***CADRISQ work sessions***

Work in the CADRISQ laboratory is guided by a number of rules. Among others, under the [Act respecting the Institut de la statistique du Québec](#), anyone whose services are retained by the Director shall disclose or cause to be disclosed by any means whatsoever, information collected under this law if disclosure would allow information to link a person, business, organization or association in particular. Therefore, the Institute has developed privacy policies that reduce the risk of disclosure of confidential information resulting from the dissemination of tables. These policies are detailed in the [Guide à l'intention des chercheurs exploitant des données au CADRISQ](#).

Listed below are a few of the key elements in this guide. For security and confidentiality reasons, laptops and cellphones are not allowed in the CADRISQ laboratory. All research results are subjected to a disclosure analysis by the CADRISQ coordinator before they leave the laboratory. The directives regarding the confidentiality of the results to be published are found in the [Guide à l'intention des chercheurs exploitant des données au CADRISQ](#), which is given to users on their first visit to CADRISQ.

### **For more details :**

Data access services for research purposes (SAD):  
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