
Chapter: **Access and Disclosure of Information**

Classification: **Public Document**

Subject: **Research**

For: **Correctional Services Division**


Authorized by the Executive Director

Policy

- 1 Correctional Services will participate in research projects that are consistent with the vision and mission of the division.
- 2 All research undertaken will be consistent with legislative mandates, including the Correctional Services Act (CSA), the Youth Criminal Justice Act (YCJA), Freedom of Information and Protection of Privacy Act (FOIPOP), the Personal Information International Disclosure Protection Act(PIIDPA).
- 3 Where research requires individual or employee participation, individuals or employees will provide informed consent, in writing, before participation.

Definition

- 4 **Research:** The collection and analysis of quantitative or qualitative data in a standardized and systemic manner to answer specific questions or hypotheses and report on it.

Types of Proposal

- 5 **External proposals:** Proposals from other departments and agencies of the Nova Scotia government, other governments, non-government agencies that are part of the criminal justice system, and academic researchers, including students, from colleges and universities.
- 6 **Internal proposals:** Proposals from within the Correctional Services Division or the Department of Justice.

Youth Criminal Justice Act (YCJA)

- 7 Requests to complete research involving young persons or information protected under the YCJA will be conducted within the restrictions outlined in this legislation and may require the researcher to receive special authorization to conduct the research via an *Order in Council*.

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Privacy Impact analysis

8 Request to complete research will include a Privacy Impact Assessment (PIA). A PIA is a thorough analysis of potential impacts on privacy and a consideration of measures to mitigate or eliminate any negative impacts. The PIA is a due diligence exercise, in which the Department identifies and addresses potential privacy risks which may occur in the course of its operations, or in this case, a research project.

Proposal Formats

- 9 All research proposals submitted will contain the following
- (a) name(s) of principal researcher(s)
 - (b) office, correctional facility, organization(s) or affiliation(s)
 - (c) position(s) and title(s)
 - (d) address(es), phone number(s), fax numbers(s), e-mail address(es)
 - (e) funding agency
 - (f) if academic research, including a student's, the submission and approval from the academic ethics review panel
 - (g) resume(s) for the principal researcher(s)
- 10 Proposal's format should include the following elements
- (a) title of research project
 - (b) objective of the research/major hypothesis
 - (c) literature review
 - (d) benefit of participation to Correctional Services
 - (e) where access to individual identifiable information is requested, why the research purpose cannot be accomplished without access to this type of
 - (f) how any record linkage is not harmful to the individual the information is about and that the benefits of the record's linkage are clearly in the public interest
 - (g) methodology

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- i. type of design, e.g., experimental, quasi-experimental
 - ii. criteria for selection of research participants, where appropriate, including number of subjects, sample size, criteria for examination and selection and proposed research sites
 - iii. measurement and data collection procedures, including samples of proposed instruments
 - iv. strategies for recruiting subjects
 - v. sample consent forms, including information on risks of participation
 - vi. process for debriefing of subjects
 - vii. provision for providing research subjects with information on results of the research
- (h) proposed techniques for the analysis of the data
- (i) impact on Correctional Services and the Department of Justice
- i. use of space
 - ii. cooperation and assistance of divisional and departmental staff
 - iii. training requirements
 - iv. requests for preparation of statistical reports, data extracts, analysis
- (j) strategies for maintaining the security and confidentiality of the participants' identity as well as all data and, where appropriate, the anonymity of participants
- (k) how individual identifiers will be removed or destroyed at the earliest reasonable time
- (l) constraints and limitations of the research
- (m) timelines
- (n) plans for the communication and dissemination of the research results

Preparation and Routing of Proposals

- 11 Staff receiving external proposals will ensure the proposals are prepared in accordance with this policy and its procedures.

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- 12 Once the proposal is in the approved format, the research proposal will be forwarded to the Director, Correctional Services for review. The review will include an analysis of
- (a) potential value to assist with principled decision making within the division
 - (b) quantity of time and other resources required by division staff to support the research
 - (c) compliance with relevant legislation, e.g., *FOIPOP*, *YCJA*
 - (d) financial impact to the division
- 13 Input and advice may be sought to determine the acceptability of the research proposal from
- (a) the Department's Information Management Division, specifically the Policy and Information Management
 - (b) the division's Program Committee
 - (c) *FOIPOP* through Information Access and Privacy (IAP) Services, Department of Service Nova Scotia, and Internal Services
- 14 The Director, Correctional Services will make recommendations with respect to all internal and external proposals to the Executive Director, Correctional Services that the research proposal is
- (a) acceptable and should be approved
 - (b) acceptable with minor adjustments
 - (c) rejected until substantive changes are made
 - (d) rejected

Approval Process

- 15 The Executive Director, Correctional Services will authorize all research proposals in accordance with delegated authority pursuant to s. 44 of the *Freedom of Information and Protection of Privacy Act*.

Research Agreement

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- 16 External researchers whose research proposals are approved will be asked to sign a research agreement that outlines
- (a) the type of research, including the methodology used
 - (b) the records the research wishes to access
 - (c) the number, types, and names, where appropriate, of interviewees,
 - (d) names and positions of all others having access to personal information collected because of the research, e.g., research assistants
 - (e) physical security requirements for information collected
 - (f) physical destruction requirements for personal identifiers and raw materials
 - (g) a representation that the researcher will not subsequently use or disclose the information in individually identifiable form without the express consent of the division
 - (h) restricts the information collected to the purposes of research only
 - (i) acknowledges interviews may only be conducted on a voluntary basis
 - (j) requires signed agreements with all others accessing personal information attached to agreement and forwarded to Correctional Services
 - (k) receive copies of all final research reports and supporting documentation, excluding personal identifier information, prior to their publication or release publicly
 - (l) such other clauses as may be required due to the specific nature of the research