



Data Access Policy

Background

Adopting a whole campus approach, the vision of the Canadian Campus Wellbeing Survey (CCWS) is to establish a Canadian platform for monitoring student and employee wellbeing, and supporting implementation and evaluation of interventions to promote student and employee wellbeing at the post-secondary level. To complement the use of the data to inform institutional planning and practice, the data are available to researchers to pursue investigator-initiated research. The purpose of this document and appendices is to establish the principles, policies and procedures by which access to CCWS data is sought and granted. The data access policy is modelled on the *Data and Biosample Access Policy* of the *Ontario Health Study* (June 2017).

Principles

The core principle is ensuring both individual and institutional anonymity in analyses and any output. Accordingly, a Data Access Committee (DAC) has been established to monitor and approve requests to ensure this anonymity. The DAC will review requests for accessing pooled data where institutional data are combined and compared in some way (e.g., at a national or provincial level; institutions of similar types or sizes) or for access to student- or employee-level data. Individual institutions may grant approval to share their own institutional CCWS data with researchers and subject to institutional REB approval for secondary data analysis. Approval of the DAC is not required in such circumstances. DAC approval is required for accessing aggregated data of the research dataset.

Access to CCWS Data

The data collected by CCWS will be made available to researchers for research related purposes. Approved applicants will be given access to the Data for the period specified in the *Data Access Agreement* with the possibility for subsequent renewals. The data may not be used for any purpose other than for the approved research project outlined in the *Data Access Application Form*. The Approved applicant must inform the DAC of any changes to the research project or status for continued approval. Approved changes may require an amendment to the *Data Access Agreement*, or a new *Data Access Application* and *Data Access Agreement*.

Privacy of Participants

Fundamental to the CCWS is guaranteeing anonymity of both CCWS student and/or employee participants and also the participating institutions. The CCWS will uphold the rights of individuals and institutions by respecting their consent and by protecting their privacy and the confidentiality of their data. Approved applicants accessing CCWS Data will also assume these obligations (see *Data Access Agreement – Appendices 4a and 4b*). The Approved applicant shall

agree to store, manage and use CCWS Data in strict confidentiality. In doing so, all reasonable efforts to maintain the security and confidentiality of the accessed data, including any copies thereof, are to be employed. The Approved applicant may not disclose, transmit or transfer any data to unauthorized individuals. The Approved applicant shall retain control of the transferred data at all times, as delineated in the *Data Access Agreement*.

When requesting access to CCWS data applicants must confirm that reasonable security measures are in place, and shall detail their plan to secure data received from CCWS (see Appendix 2). Only coded data will be provided to the Approved applicant by CCWS. The Approved applicant must not attempt to re-identify any Research Participants or institutions by any means. If the Approved User involuntarily identifies a Research Participant or institution, this constitutes a privacy breach and the DAC must be notified immediately.

Data Access Documents

The following section outlines the documentation that must be submitted by the Applicant in order for a proposed research project with aggregated data to be approved.

a. Preliminary Access Application Form

Applicants seeking a letter of support for grant or ethics submissions are directed to submit a *Preliminary Access Application Form* (see Appendix 1). This will initiate a feasibility and impact assessment review of the research proposal and identification of any budget implications for CCWS research analyst time in preparing the requested data. Please note that this form is recommended so that applicants know whether their topic has already been applied for before submitting a full application, but it is not required. It is also recommended for applicants whose research ethics board requires documentation before granting approval.

b. Data Access Application Form

In order to receive access to CCWS Data, an Applicant must complete the *Data Access Application Form* (see Appendix 2). This application will be sent to the DAC for review and evaluation along with the submission of the required documents:

- Research protocol (having received ethics approval)
- Proof of scientific peer-review of research protocol (if applicable)
- Approval by a Research Ethics Board (REB)
- 2-Page CV of the principal Applicant

This application will be reviewed by the DAC.

c. Data Access Renewal Form

The *Data Access Renewal Form* (see Appendix 3) is to be used by Approved applicants who have successfully applied for access to CCWS Data and who wish access to these data beyond the

initial approval period. The *Data Access Renewal Form* must be submitted at least one month prior to the end date identified in the *Data Access Agreement*.

d. Data Access Agreement

Approved applicants and the authorized institutional representative will be required to sign and comply with the *Data Access Agreement* (see Appendices 4a and 4b for more details).

e. Final Project Report

Once an Approved Research Project has ended, approved applicants must submit a *Final Project Report* (see Appendix 5) to the DAC. This Report requires a summary of the research findings.

f. Unanticipated Event/Significant Change Report

An *Unanticipated Event/Significant Change Report* (see Appendix 6) must be completed and submitted to the DAC if Unanticipated Events and/or Significant Changes occur during an Approved Research Project that may have an impact on confidentiality of the CCWS Data and/or that may impact the ability of the Approved User to achieve the research goals.

g. Destruction of CCWS Research Data Form

Upon request by the DAC and as stipulated in the *Data Access Agreement*, the Approved User must submit a *Certificate of Destruction* (see Appendix 7) to the DAC. This Certificate will certify that the transferred CCWS Data and all copies thereof have been destroyed.

h. Amendments to Existing Projects

The *Amendments to Existing Projects Form* (see Appendix 8) is to be used by Approved applicants who have successfully applied for access to CCWS Data and who wish to request access to additional data and/or report changes to the research team during an approved research project. For example, additional variables that are key for the project but were not included in the initial application. New research questions will require a new application and will not be considered an amendment.

6. Review of Applications

a. General Procedure

Investigators who wish to develop a proposal for access to aggregated CCWS data are strongly encouraged to contact the Data Access Committee (DAC) if they have questions. If the Applicant chooses to proceed with requesting a letter of support for grant or ethics submissions, the Applicant will complete and submit a *Preliminary Access Application Form* to the DAC. If the Applicant is successful, the DAC will forward the Applicant a letter of confirmation of feasibility including: (a) acknowledgement of receipt of request; (b) confirmation that the DAC has

sufficient data to meet the request; (c) confirmation that data may be available to the Applicant pending submission of the *Data Application Form* and approval from the DAC; and (d) an estimate of the cost to access the requested data.

A *Data Access Application Form* to access CCWS Data should be submitted once funding, if required, has been approved, and the Applicant has received approval from their local REB, or its equivalent. Applications will be checked for completeness, feasibility, and maintenance of anonymity of participating students and/or employees and institutions. If the research proposal is approved, the DAC will notify the Applicant of approval and forward a copy of the *Data Access Agreement* to the applicant. The applicant and an authorized institutional representative of the host institution will be required to sign the *Data Access Agreement*. Once the relevant agreement(s) have been signed by all parties, and any access fee has been paid, the applicant will then have access to the approved data for the time specified in the *Data Access Agreement*.

b. Criteria for Review

All completed *Data Access Application Forms* will be assessed by the DAC. The DAC applies the following criteria in making the final decision on the access request:

- The research study is in conformity with the informed consent(s) signed by the Research Participants and institutional expectations of anonymity;

The DAC assessment has established that the *Data Access Application Form* meets the following requirements:

- Clarity of the proposed research plan;
- Experience and qualifications of the Applicant and co-investigators;
- The adequacy of the Applicants' and the host institutions' processes regarding privacy, information security, and confidentiality;
- Compatibility of the research study with the vision and ultimate goal of the CCWS;
- Potential impact on future uses of the CCWS Data.

All criteria must be met.

c. Data Access Committee

The DAC will act in an oversight and monitoring capacity. The DAC will review *Data Access Application Forms* regularly and make decisions to approve, reject or request additional information for a data access request.

7. Confidentiality of Research Projects Submitted

All information on research projects submitted to CCWS will be kept confidential. Once access to CCWS Data is granted, the following information will be added to a publicly available registry created by CCWS:

- Title of the Approved Research Project;
- Name(s) of the Investigator(s) involved;
- Name(s) of the Institution(s) involved; and
- A lay summary of the scientific abstract submitted by the Applicant.

At the completion of the project, a lay summary of the results submitted by the Approved User will also be added to the publicly accessible registry.

8. Publication Policy

Approved Users of CCWS Data are strongly encouraged to publish their research results so as to benefit both the scientific community and the general population.

All co-authors on publications arising from analyses of CCWS Data must satisfy the criteria established by the International Committee of Medical Journal Editors (<http://www.icmje.org/>).

All publications and abstracts, including electronic submissions that use data from CCWS, should be submitted to the DAC at the same time they are submitted for publication to the journal or to a conference. The DAC will review the submission **to ensure no individuals or institutions are identified** and that the analyses included are within the scope of the approved *Data Access Application Form*.

Authors must acknowledge the contribution of CCWS in their publications or presentations where data from CCWS were used. All publications and presentations must contain one of the following statements, determined by the data that you access:

Student data:

“The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the students and institutions that participated in the CCWS.”

Employee data:

“The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the employees and institutions that participated in the CCWS.”

Both student and employee data:

“The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the students, employees, and institutions that participated in the CCWS.”

Upon publication, a copy of the publication (or a web-link in the case of online publications) must be sent to the DAC.

9. Archiving or Destruction of Data

After the Approved Research Project is completed and the results are submitted for publication and/or the data have been used for the purpose for which use was approved, the Approved User will be permitted to archive any transferred data for peer review and audit purposes for a maximum of 5 years, unless required to retain the CCWS data longer for archival peer review or audit purposes in conformity with legal requirements. A plan for archiving or destruction of data

must be submitted to the DAC and this will be specified in the *Data Access Agreement*, if applicable, or both.

10. Compliance

The Approved User and the Approved Institution shall comply with the *Data and Access Policy* (as amended from time to time), the *Data Access Agreement* and any renewals thereof, any requirements set out by the DAC, and all applicable laws and regulations in regard to the subject matter of this *Data Access Policy*.

The Approved User shall report any deviation from full compliance with the *Data Access Policy* and *Data Access Agreement* using the *Unanticipated Event/Significant Change Report*.

In case of failure to comply with the provisions of this *Data Access Policy*, the *Data Access Agreement*, the DAC shall take such measures in its discretion as it deems necessary to deal with such non-compliance, up to and including termination of the *Data Access Agreement* and legal action against the Approved User and Approved Institution, including a claim to recover damages.

11. Amendments to this Policy

This Data Access Policy will serve as the third iteration of the policy for the next two years (July 1, 2023-June 30, 2025). The policy will be reviewed during its second year of implementation.



Appendix 1: Preliminary Access Application Form

DATE:	
PROPOSAL TITLE:	

1. Please provide the following information:

Principal Applicant's Name	
Principal Applicant's Educational Qualifications (PhD, MD, etc.)	
Principal Applicant's Position(s) (Rank, Faculty, Department, Institution)	
Institutional Mailing Address	
Telephone Number	
Institutional Email address	
Principal Contact (name, email and phone number)	

2. Project Information

Scientific abstract (max. 500 words)	
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Project duration	Proposed start date: Proposed end date:
Anticipated outcome of project (e.g., manuscript, generation of pilot data in support of larger project)	
Intended Granting Agency, if funding being sought	
Grant submission date, if applicable	
Data requested	
Privacy, information security, and confidentiality plan	

Signature of Principal Investigator

I acknowledge that the details in this Preliminary Access Application are correct:

Principal Investigator

Date



Appendix 2: Data Access Application Form

This application form is for requests for access to CCWS data. Applicants must complete this entire application form before access to data will be approved. Research projects will be verified, among other things, for the qualifications of the applicant to carry out the proposed research; whether the research project includes a scientifically and ethically appropriate research plan; proof of local ethics review; the adequateness of the Applicants’ and their host institutions’ processes regarding privacy and confidentiality and the availability of resources to effectively complete the study (costs of data file preparation by CCWS).

Upon approval of an access request by the applicants, access to data will be granted for a one year period (starting from the date of approval) unless otherwise agreed to in the *Data Agreement*. A *Data Renewal Application Form* must be completed to access/use data beyond that one-year period. The names, institutions and lay summaries of the scientific abstracts of all applicants having been granted access to CCWS Data will be added to its publicly accessible access registry.

Section I: Research Personnel

1. Applicants:

Principal Applicant	Name:	
	Institution:	
	Position:	
	Email:	
	Telephone:	
	Address:	

Co-Applicants	Name:	
	Institution:	
	Email:	
	Name:	
	Institution:	
	Email:	

Please submit additional pages if there are more than two co-applicants.

While only one *Data Access Application Form* is required, any authorized personnel with access to CCWS Data that is affiliated with an institution other than that of the Principal Applicant is

required to provide information on their Authorized Institutional Representatives, and have them sign a separate *Data Access Agreement*.

Authorized Institutional Representative:

Please provide a valid institutional e-mail address and a full postal address of the host institution.

Name:	
Institution:	
Position:	
Email:	
Telephone:	
Address:	

Please submit additional pages if Data will be accessed at more than one Approved Institution.

Is the data being requested for a student thesis or project? Yes No

2. Research Team:

Excluding those investigators listed above, please provide the names of all investigators, collaborators, students and research staff that will have access to the data in order to work on the research project. A valid institutional email address for each name along with their job title/function is also required.

Name	Affiliation	Position	Email

Section II: Research Project

3. Project Title:

Please make the title unique and specific to your project. Avoid titles such as “Secondary data analysis.”



4. Research Project (Scientific Abstract):

Please provide a clear scientific description of the research project and its specific hypotheses in no more than 500 words.

5. Lay Summary of Project:

Please provide a short description of the project for the general public in no more than 250 words. Scientific jargon and acronyms should be avoided as much as possible. This description will be made available on the CCWS website.

6. Anticipated Outcomes:

List all anticipated outcome(s) of project (e.g., academic publication, internal/organizational report, discovery research)

7. Ethics Approval:

Has this study been approved by a research ethics board or a comparable decisional committee that has been formally designated to approve and/or monitor research involving humans with the aim of protecting the rights and welfare of the research participants? Yes No

If yes, please append a copy of the approval.

Additionally, please provide the following supporting documents specifically related to this access application:

- Research Ethics Board (REB) approved research protocol
- Decision letter from a Research Ethics Board (REB) or comparable decisional committee (English or French; an institutional approval number should also be provided if available)

If no, please specify why and describe arrangements for ensuring security of data.

The Data Access Committee are not responsible for the ethics approval/monitoring of individual research projects and bear no responsibility for the Applicant's failure to comply with local/national ethical requirements.

8. Funding

Has the project been or will it be peer reviewed? Yes No

If yes, by what organization?

In some cases, significant CCWS data analyst time may be needed to prepare the requested data file that ensures anonymity of institutions and individuals. An estimate of cost will be provided to applicants.

Do you have funding for paying costs associated with CCWS data preparation? Yes No

9. Proposed Method and Analysis

This application form is for requests for access to CCWS data. Applicants must complete this entire application form before access to data will be approved. Research projects will be verified, among other things, for the qualifications of the applicant to carry out the proposed research; whether the research project includes a scientifically and ethically appropriate research plan; proof of local ethics review; the adequateness of the Applicants' and their host

institutions' processes regarding privacy and confidentiality and the availability of resources to effectively complete the study (costs of data file preparation by CCWS).

Upon approval of an access request by the applicants, access to data will be granted for a one-year period (starting from the date of approval) unless otherwise agreed to in the *Data Agreement*. A *Data Renewal Application Form* must be completed to access/use data beyond that one-year period. The names, institutions and lay summaries of the scientific abstracts of all applicants having been granted access to CCWS Data will be added to its publicly accessible access registry.

a. Which data are you requesting?

- STUDENT Individual-level Data (each participant is one row in a dataset so that you can do your own analyses)
- EMPLOYEE Individual-level Data (each participant is one row in a dataset so that you can do your own analyses)

b. **CCWS Student Survey**

Select the set of variables that specifically support the research project that you have identified in Section II.

Institution-level variables (*note: only provided if at least 3 institutions meet the criteria requested. E.g., if there are 2 junior colleges that category would be obscured*)

- Rural or urban campus (available from winter 2022 onwards)
- Institution type (university, technical and vocational, junior college, private institution, miscellaneous; available from Winter 2022 onwards)
- Institution size (≤ 1000 , 1001-5000, 5001-10000, 10001-20000, 20001-40000, ≥ 40001 students)
- Language survey was completed in (English, French)
- Province institution is located in
- [U15 membership](#)
- Sample type (Random, census (all students invited), other; available from Winter 2022 onwards)
- Deployment (select all that apply). *Please note that fall deployments are only available upon request so are typically much smaller than winter deployments.*
 - Fall 2019
 - Spring 2020
 - Fall 2020
 - Winter 2021
 - Fall 2021
 - Winter 2022
 - Fall 2022
 - Winter 2023
 - Fall 2023
 - Winter 2024
 - Fall 2024
 - Winter 2025

Mental Health Assets

- Warwick-Edinburgh Mental Well-being Scale

- Resilience (control and self-efficacy coping)
- General physical health (single item)
- General mental health (single item)
- Five-item Social Provisions measure

Campus Climate and Student Experience

- School climate (safety, teaching & learning, interpersonal relationships, and institutional environment)
- Feelings of safety on campus during the day and at night

Academic Achievement/Experience

- Institutional learning environment

Mental Health Deficits

- Sources of perceived stress and extent of impact on academic performance
- Kessler Psychological Distress Scale (K10)
- Suicidal ideation and planning
- 3-item loneliness

Mental Health Service Utilization and Help-Seeking

- Knowledge of mental health services available on/off-campus
- Comfort seeking mental health support online
- Knowledge of physical health services on- and off-campus
- Perceptions of support systems on campus
- Student use of campus health services for primary care
- Awareness of mental health outreach efforts on campus
- Primary care through campus health services
- Who would speak to if experiencing serious emotional distress
- Willingness and comfort seeking out professional help

Alcohol

- Binge drinking
- Daily drink consumption in past week

Tobacco use

- Tobacco-use (cigarette smoking; vaping with nicotine, cannabis and, flavour without nicotine)

Cannabis

- Lifetime and previous year cannabis use
- Frequency of Cannabis use

Other drugs

- Use of opioids
- Use of stimulants

 6-item Food Security**Sleep**

- Time to sleep and wake up on weekdays and weekends
- Quality of sleep rating

Physical activity

- Time spent in vigorous and moderate physical activities
- Participation in organized athletics (varsity, club/community sports/intramurals/none) over last year
- Frequency of muscle-strengthening activities

Sedentary behaviour/screen time

- Time (hours, minutes) spent using screens (watching TV, using computers during leisure), in sedentary transportation, and total sitting time during a typical weekday

Sexual health

- Safe sex practice questions (ever and contraceptive use)
- Sexual satisfaction

Optional modules (if available)

- 18-item food security measure
- Eco-anxiety (available fall 2023 onwards)

Demographics

SELF-REPORT VARIABLES	COHORT FILE VARIABLES
<input type="checkbox"/> Age <input type="checkbox"/> Ethnicity (including Canadian Indigenous group) <input type="checkbox"/> Born in Canada (student and parents) <input type="checkbox"/> Residence (housing) <input type="checkbox"/> Commute (how and length) <input type="checkbox"/> Cumulative grade <input type="checkbox"/> Co-op placement, practicum, residency, study abroad in the last month <input type="checkbox"/> Work hours <input type="checkbox"/> Financial stress <input type="checkbox"/> Gender <input type="checkbox"/> Trans experience <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Relationship Status <input type="checkbox"/> Disabilities <input type="checkbox"/> Parent/guardian education	<input type="checkbox"/> Subject of Studies (CIP code) <input type="checkbox"/> Domestic/International <input type="checkbox"/> Indigeneity (if available) <input type="checkbox"/> Credential Type <input type="checkbox"/> Program start date <input type="checkbox"/> Graduate – program type (if applicable) <input type="checkbox"/> New to institution? <input type="checkbox"/> Year standing (if available) <input type="checkbox"/> Cumulative GPA (if available) <input type="checkbox"/> Full-time/Part-time status

c. CCWS Employee Survey

Select the set of variables that specifically support the research project that you have identified in Section II.

Institution-level variables (note: only provided if at least 3 institutions meet the criteria requested. E.g., if there are 2 junior colleges that category would be obscured)

- Rural or urban campus
- Institution type (university, technical and vocational, junior college, private institution, miscellaneous)
- Institution size (≤1000, 1001-5000, 5001-10000, 10001-20000, 20001-40000, ≥40001 students)
- Language survey was completed in (English, French)
- Province institution is located in
- [U15 membership](#)
- Sample type (Random, census (all students invited), other)
- Deployment (select all that apply). Please note that fall deployments are only available upon request so are typically much smaller than winter deployments.
 - Winter 2021
 - Winter 2023
 - Fall 2023
 - Winter 2024
 - Fall 2024
 - Winter 2025

Mental Health Assets

- Warwick-Edinburgh Mental Well-being Scale
- Resilience (control and self-efficacy coping)
- General physical health (single item)
- General mental health (single item)
- Five-item Social Provisions measure

Workplace Experience

- Workplace climate (safety, interpersonal relationships, and institutional environment)
- Feelings of safety on campus during the day and at night

Mental Health Deficits

- Sources of perceived stress
- Kessler Psychological Distress Scale (K10)
- 3-item Loneliness

Health Service Utilization and Help-Seeking

- Knowledge of mental health services available through employer/not offered through employer
- Knowledge of physical health services available through employer/not offered through employer
- Perceptions of support systems on campus
- Perceptions of mental health services/benefits provided by employer
- Awareness of mental health outreach efforts at workplace
- Who would speak to if experiencing serious emotional distress
- Willingness and comfort seeking out professional help

Sleep

- Time to sleep and wake up on weekdays and weekends
- Quality of sleep rating

Physical activity

- Time spent in vigorous and moderate physical activities
- Participation in organized athletics (varsity, club/community sports/intramurals/none) over last year
- Frequency of muscle-strengthening activities

Sedentary behaviour/screen time

- Time (hours, minutes) spent using screens (watching TV, using computers during leisure), in sedentary transportation, and total sitting time

Food Security

- 18-item Food Security

Option modules (pending availability)

- Suicidal ideation and planning
- Eco-anxiety

Substance Use

- Binge drinking
- Number of drinks per day in the past week
- Tobacco-use (cigarette smoking and vaping)
- Lifetime and previous year cannabis use

Demographics

SELF-REPORT VARIABLES	
<ul style="list-style-type: none"> <input type="checkbox"/> Age <input type="checkbox"/> Indigeneity <input type="checkbox"/> Racialized/visible minority <input type="checkbox"/> Ancestry <input type="checkbox"/> Born in Canada (participant and parents) <input type="checkbox"/> Residence (housing) <input type="checkbox"/> Commute (how and length) <input type="checkbox"/> Work/life balance <input type="checkbox"/> Financial stress 	<ul style="list-style-type: none"> <input type="checkbox"/> Gender identity <input type="checkbox"/> Trans experience <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Relationship status <input type="checkbox"/> Child/elder care responsibilities <input type="checkbox"/> Disabilities <input type="checkbox"/> Highest level of education obtained <input type="checkbox"/> Faculty/staff/post-doctoral fellow <input type="checkbox"/> Work arrangement (full-time onsite, a combination of onsite and remote, full-time remote) <input type="checkbox"/> Time at institution <input type="checkbox"/> Full/part time <input type="checkbox"/> Ongoing position <input type="checkbox"/> Managing faculty or staff

d. Please describe the design and methodology of the proposed project, including the primary outcome measures and the methods that will be used to analyze the study data. This section should include justification for the sample size requested.

10. Proposed Timelines:

Briefly outline the proposed timelines required to complete the project, including the projected start date and the number of months required to complete the project.

Section III: Data Security

11. Information Technology (IT) Security Assessment

To avoid any privacy breaches, you must follow reasonable IT security practices and procedures. You must not disclose any CCWS Data to third parties who have not agreed to the CCWS privacy requirements. You must ensure that this is also the case for research staff and any external collaborators mentioned in Section I. To be eligible for access, all boxes from A to F must be checked.

- A. My institution has an IT security policy.

- B. I will store CCWS Data in secure physical computer systems. If CCWS Data are stored on portable computers (whether laptops or other mobile devices), they must be encrypted to avoid any unauthorized disclosure in case the portable system is lost or stolen.

- C. I will implement appropriate access security to ensure that only the authorized individuals mentioned in Section I of this *Data Access Application Form* be allowed to access the CCWS Data. This requires, for example, that if CCWS Data are stored on a shared computer system or on a file server, that it be password or encryption protected. If CCWS Data are stored on a network-accessible computer, there should be measures in place to prevent access by computer hackers or contamination by viruses and spyware. Moreover, if the computer(s) that hold CCWS

Data are backed up, the backed up media must also be encrypted and stored in a secure location.

- D. I understand that anyone (mentioned in Section I of *this Data Access Application Form*) who will use CCWS Data should be trained in the responsible use of CCWS Data and be familiar with the terms and conditions of the *Data Access Policy*, this *Data Access Application Form*, and the *Data Access Agreement*. I am responsible for ensuring research staff comply with these terms and conditions.
- E. I understand that upon completion of my research project, I must destroy all local copies, including backups, of the CCWS Data by the date specified in the *Data Access Agreement*. I must also send a copy of my analysis code to CCWS in case of potential needs to reproduce my variables or findings at a later date.

12. Publication

I agree to recognize the contribution of CCWS, including a proper acknowledgement in all reports, presentations and publications resulting from your use of the CCWS Data. One of the following statements shall be included, depending on the type of data you accessed:

Student data:

"The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the students and institutions that participated in the CCWS."

Employee data:

"The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the employees and institutions that participated in the CCWS."

Both student and employee data:

"The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the students, employees, and institutions that participated in the CCWS."

SIGNATURE

Principal Applicant:

Name	
Position	
Signature	
Date	

Authorized Institutional Representative of the host institution:

Name	
Position	
Signature	
Date	

Checklist of Required Documents

Please attach the following required CCWS access documentation before submitting your application.

- Research Ethics Board (REB) approved research protocol
- Decision letter from a Research Ethics Board (REB) or comparable decisional committee (English or French; an institutional approval number should also be provided, if available)
- Proof of scientific peer-review, if available
- 2-Page CV of Principal Applicant

Please e-mail a PDF of the signed *Data Access Application Form* to survey@ccws-becc.ca



Appendix 3: Data Access Renewal Form

This *Data Access Renewal Form* should be completed and signed by an Approved User who has successfully applied for access to CCWS Data, has used them for research purposes for the time specified in the *Data Access Agreement*, and whose Agreement will expire shortly. This *Data Access Renewal Form* provides the Approved User with the possibility of confirming that the information contained in each section of the original *Data Access Application Form* (if it is the Approved User's first renewal) or the previous *Data Access Renewal Form* (if the Approved User has previously renewed his/her application) has remained unchanged. In case of changes to the research project or to the information provided in previous access applications to CCWS, the *Data Access Renewal Form* will allow the Approved User to specify them. Approval of this *Data Access Renewal Form* by the Data Access Committee extends the Term of the *Data Access Agreement* by one year.

File number (provided in your original approval letter): _____

Original title and lay summary of the main research project:

1. Name of Principal Applicant including affiliation and contact details.

Has the information provided in your last approved *Data Access Application/Renewal* for this section changed? Yes No

If yes, complete this section, while reflecting the new changes.

Name:	
Title:	

Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

2. Name of the Authorized Institutional Representative, including affiliation and contact details.

Has the information provided in your last approved *Data Access Application/Renewal* for this section changed? Yes No

If yes, complete this section, while reflecting the new changes.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

3. Title of Project

Has the information provided in your last approved *Data Access Application/Renewal* for this section changed? Yes No

If yes, complete this section, while reflecting the new changes.

4. Names of authorized personnel

Has the information provided in your last approved *Data Access Application/Renewal* for this section changed? Yes No

If yes, complete this section reflecting the new changes. A valid institutional email address for each name along with their job title/function is required.

All new authorized personnel should be given a copy of the *Data Access Application Form* and receive proper training and briefing on the security and confidentiality issues and be familiarized with the *Data Access Agreement* in effect. It is your responsibility to see that they follow the terms of the *Data Access Agreement*.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	

5. Research Project

- a. Has the information provided in your last approved *Data Access Application/Renewal* for this section changed? Yes No

If yes, complete this section, by informing us of any major change concerning your research project, including changes in the informed consent process and documents and/or research ethics review.

- b. What is the current status of the project? Provide a brief summary of study progress and results.

6. Lay summary of the research project

Has the information provided in your last approved *Data Access Application/Renewal* for this section changed? Yes No

If yes, complete this section, while reflecting the new changes.

7. Information Technology Security

Has the information provided in your last approved *Data Access Application/Renewal* for this section changed? Yes No

If yes, complete this section, while reflecting the new changes.

I declare that the information presented above is true and up to date. I recognize that I am still bound by the terms and conditions of the *Data Access Agreement* that I signed on _____.

SIGNATURE

Principal Applicant:

Name	
Position	
Signature	
Date	

Please e-mail a PDF of the signed *Data Access Renewal Form* to survey@ccws-becc.ca

Appendix 4a: Data Access Agreement (for Researchers Not Employed by UBC)

Project title: _____

BETWEEN:

_____ (“Approved User”);

_____ (“Approved Institution”);

AND:

The University of British Columbia (“Survey Administrator”)

(each referred to as a “Party” and collectively as the “Parties”).

BACKGROUND:

This Agreement governs the terms of access to the research dataset generated by the Canadian Campus Wellbeing Survey Data (“CCWS Data”).

For the sake of clarity, the terms and conditions of access set out in this Agreement apply to the Approved User and to the Approved Institution. The Approved User and Approved Institution are referred to within this Agreement as “You” and “Your”, and shall be construed accordingly. The Approved User’s request to access the CCWS Data was approved by the Data Access Committee which is governed by the CCWS Data Access Policy.

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration passing between the Parties hereto, the receipt and adequacy of which is acknowledged by both Parties, the Parties hereto covenant and agree as follows:

1. DEFINITIONS

1.1 Unless otherwise defined in the body of this Agreement, capitalized words have the following meanings:

- a. **Applicable Laws:** in relation to a Party, any and all federal and provincial laws or regulations to which the Party is subject relating to its activities in connection with this Agreement as are in existence on the Effective Date or come into existence during the Term, as the same may be amended, reenacted, consolidated and/or replaced, from time to time.
- b. **Business Day:** any day except Saturday, Sunday or any statutory holiday in the Province of British Columbia.
- c. **Data Access Committee (DAC):** a monitoring committee that will review and approve or deny access applications and provide overall oversight.

- d. **Data Access Application Form:** the form submitted to the CCWS Data Access Committee by the Approved User to request access to the CCWS Data.
- e. **Derived Data:** any and all data generated from or based upon the use of CCWS Data.
- f. **Destroy:** with respect to the CCWS Data, to take all necessary steps to: i) physically eliminate all print and other hard copies of it; ii) erase, scrub or otherwise remove all electronic, digital or other versions of it from every item of equipment and all media (including disks, tapes, computers, servers and related peripheral equipment such as disk arrays, tapes or disk backup units) that it has been installed, downloaded or otherwise put onto; and iii) otherwise obliterate it.
- g. **Effective Date:** the date when all Parties have signed a Data Access Agreement.
- h. **Canadian Campus Wellbeing (CCWS) Survey:** a common surveillance tool that provides a necessary basis for assessing the mental and physical health and wellbeing of students and/or employees, identifying priorities for intervention at an institutional level and assessing future interventions targeting the health and wellbeing of students and/or employees.
- i. **CCWS Data:** data from the Canadian Campus Wellbeing (CCWS) Survey to which the Approved User has been granted access by the DAC.
- j. **Research:** the research to be conducted by the Approved User at the Approved Institution using the CCWS Data pursuant to the Data Access Application Form, the protocol, and ethics review for which has been reviewed and approved by the Data Access Committee.
- k. **Research Participants:** individuals who have contributed their data to the CCWS.
- l. **Research Staff:** those individuals who are listed in the Data Access Application Form, who are approved by the Data Access Committee to have access to the CCWS Data for the purpose of conducting the Research.
- m. **Significant Changes:** changes that modify the accuracy and/or scope of the initial information provided by the Applicant in the Data Access Application Form.
- n. **Unanticipated Event:** an event that takes place during an approved research project, that may have an impact on the CCWS Data, Derived Data, and/or the ability of the Approved User to achieve his research goals. These include, but are not limited to, situations of compromised data or material security, integrity or confidentiality, or breaches of ethics.
- o. **Term:** has the meaning given to it in section 7.1.

1.2 The division of this Agreement into sections and the insertion of headings are for convenience of reference only and are not to affect the construction or interpretation of this Agreement. Unless otherwise specified, words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.3 All rights and obligations of the Approved User shall be interpreted and construed to be joint and several rights and obligations of the Approved Institution. Any breach of the provisions of this Agreement by the Approved User shall be deemed a breach by the Approved Institution, and vice versa.

2. ACCESS TO, USE AND DISCLOSURE OF THE CCWS DATA

2.1 You agree to use the CCWS Data in compliance with the CCWS Data Access Policy.

2.2 This Agreement becomes active upon the Effective Date. Access is limited to one year with a possibility of subsequent annual renewals; thus, You must submit a Data Access Renewal Form to the Survey Administrator, through the DAC, when the year-end date is approaching.

2.3 You agree to use CCWS Data for the approved purpose and research project described in the Data Access Application Form and as approved by your Research Ethics Board or comparable decisional committee in the document requested in Section 6 of the Data Access Policy. Use of the CCWS Data for a new purpose or research project will require a new application and approval.

2.4 You shall reimburse the Survey Administrator \$(insert value) to cover costs incurred when preparing and sending CCWS Data to you.

2.5 You acknowledge and agree that the CCWS Data remain subject to Section 3 of this Agreement and the Approved User has only a royalty free, non-exclusive, non-assignable, non-transferable license to use the CCWS Data solely and only to the extent required to conduct the Research in accordance with the terms and conditions of this Agreement. You shall not make any significant changes relating to the information provided in the Data Access Application Form, without the prior written approval of the Survey Administrator, through the DAC.

2.6 You must report to the DAC any Significant Changes and/or Unanticipated Events related to your research project as outlined in Section 6 of the Data Access Policy.

2.7 You accept that it may be necessary for the Survey Administrator or its appointed agent to alter the terms of this Agreement from time to time in order to address new concerns. In this event, the Survey Administrator or its appointed agent will contact You to inform you of any changes.

2.8 You agree to submit a Final Project Report as outlined in Section 6 of the Data Access Policy on completion of the agreed purpose.

2.9 Safeguards to Protect CCWS Data

2.9.1 You shall comply with the Data Access Policy and the terms and conditions contained in the Data Access Application Form.

2.9.2 You agree not to transfer or disclose the CCWS Data, in whole or in part, to anyone not listed in the Data Access Application Form for any purpose without the prior written approval of the CCWS DAC.

- 2.9.3 You shall provide a copy of this Agreement and explain its content to all Research Staff members. The Approved User shall ensure that all Research Staff members comply with the provisions of this Agreement. The Approved User shall take appropriate disciplinary action against any Research Staff member who breaches the terms of this Agreement, and shall deny such individual any further access to the CCWS Data.
- 2.9.4 You shall remain responsible for the acts of the Research Staff. Any breach of the provisions of this Agreement by the Research Staff shall be deemed a breach by the Approved User.
- 2.9.5 You agree to preserve, at all times, the confidentiality of the information and/or CCWS Data. In particular, you undertake not to use, or attempt to use, the CCWS Data to compromise or otherwise infringe the confidentiality of information on Research Participants and their right to privacy. You agree to follow the plans and procedures outlined in Section 4 of the Data Access Application Form.
- 2.9.6 You agree to protect the confidentiality of Research Participants in any research papers or publications that you prepare by taking all reasonable care to limit the possibility of identification. A minimum cell size of 5 is required when publishing CCWS Data.
- 2.9.7 You agree that in case of involuntarily identification of a Research Participant, this information will be destroyed and you will notify the Survey Administrator, through the DAC. You will not collect, use, or disclose any identifying information or attempt to contact a Research Participant.
- 2.9.8 You agree not to link or combine the CCWS Data provided under this Agreement to other information in a way that could re-identify the Research Participants, even if access to that data has been formally granted to You and Your Institution(s), or is freely available without restriction.
- 2.9.9 You shall maintain appropriate administrative, physical and technological safeguards to limit the risk of theft, loss, unauthorized access, copying, modification, use, disclosure or disposal of the CCWS Data consistent with prudent practice, using at least the same means that it uses, or would reasonably be expected to use, to protect its own confidential and proprietary information.
- 2.9.10 Your practices shall include security software and encryption protocols, firewalls, locks and other access controls, staff training and education. You shall ensure that the CCWS Data is only downloaded onto secure servers and not onto any personal devices. You shall not intentionally insert, into any part or component of the CCWS Data, any virus, time lock, clock, back door, disabling device or other code, routine or instruction which tends to destroy, corrupt or disable software, data or systems or allow unauthorized access thereto. The Approved User shall not store or use CCWS Data in any facility outside of the Approved Institution.
- 2.9.11 If the Survey Administrator, through the DAC has concerns about Your compliance with the terms and conditions of this Agreement, the DAC shall provide the Approved User with written notice of such concerns and its reasons for them. You shall, within five Business Days' of receipt

of the notice, investigate the matter and provide the DAC with a report stating the cause of the deficiency, if any, and the steps taken to prevent a recurrence, if required.

3. INTELLECTUAL PROPERTY AND PUBLICATION

3.1 You agree to recognize the contribution of the CCWS, including a proper acknowledgement in all reports, presentations and publications resulting from your use of the CCWS Data. One of the following statements shall be included, determined by the data that you access:

Student data:

“The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the students and institutions that participated in the CCWS.”

Employee data:

“The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the employees and institutions that participated in the CCWS.”

Both student and employee data:

“The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the students, employees, and institutions that participated in the CCWS.”

3.2 You agree to abide by the terms outlined in the CCWS Publication Policy available in the CCWS Data Access Policy.

4. RETENTION, RETURN AND DESTRUCTION OF CCWS DATA

4.1 You shall retain the CCWS Data only for so long as necessary to complete the Research in accordance with the Data Access Application Form, unless required to retain the CCWS Data longer for archival peer review or audit purposes in conformity with legal requirements.

4.2 Upon expiration, early termination of this Agreement, or the reasonable request of the DAC, the Approved User shall:

4.2.1 Cease accessing and using the CCWS Data :

4.2.2 Destroy copies of the CCWS Data downloaded onto its computers and servers, or otherwise in its possession or control, in accordance with the DAC’s directions as to timing of destruction and method of secure destruction of records, unless obliged to retain the CCWS Data for archival purposes in conformity with audits, peer review or legal requirements, upon: a) the reasonable request of DAC; b) on expiration of this Agreement; c) in the event that You or Your Institution are in breach of any of the conditions of this Agreement; or d) in the event of a withdrawal by a participating institution contributing data to the research database. When requested by the DAC, You shall certify that the transferred data and all copies thereof were Destroyed.

4.2.3 You agree to return Derived Data that arose from analyses of CCWS Data back to the Survey administrator within one year of completing the analyses.

5. DATA BREACHES

5.1 If You becomes aware that there has been a breach or suspected breach of this Agreement, or that a person has or is suspected as having obtained unauthorized access to the CCWS Data other than as contemplated in this Agreement, or that the CCWS Data have been stolen or lost, You shall, at the first reasonable opportunity notify the Survey Administrator by telephone, followed by a written notice report, within 48 hours, using the Unanticipated Event/Significant Change Report Form. You shall take the steps that are reasonable in the circumstances to contain the breach and prevent reoccurrence and shall notify the DAC in writing of the steps taken.

5.2 The Survey Administrator reserves the right to use legal action against You for any damages caused by the breach of this Agreement.

6. GENERAL

6.1 You agree not to transfer or disclose the CCWS Data in whole or in part, or any identifiable material derived from the CCWS Data, to anyone not listed in the Data Access Application Form, except as necessary for safety monitoring, audits or program management. Should You or Your Institution wish to share the CCWS Data with an external collaborator, this third party must complete a separate Data Access Application Form and follow the normal access procedures.

6.2 **Governing Law.** This Agreement shall be construed, interpreted and governed by the laws of Canada and the province of British Columbia and the Parties attorn to the jurisdiction of the B.C. courts.

6.3 **Amendment.** This Agreement may be amended, modified or supplemented only by written agreement signed by each Party.

6.4 **Assignment.** No Party may assign its rights or obligations under this Agreement without the prior written consent of the other Parties, not to be unreasonably withheld, except that a Party may, without consent, assign its rights under this Agreement to a successor entity, or an acquirer of all or substantially all of its assets. This Agreement ensures to the benefit of and binds the Parties and their respective successors and permitted assigns.

6.5 **Survival.** Any provision of this Agreement that contemplates performance or observance subsequent to termination or expiration of this Agreement shall survive termination or expiration of this Agreement and continue in full force and effect

7. TERM AND TERMINATION

7.1 **Term.** This Agreement shall be effective for a period of one (1) year from the Effective Date (“**Term**”). This Agreement may be extended by mutual agreement of the Parties or terminated in accordance with the provisions of this Agreement.

- 7.2 **Termination without Cause by Notice.** Any Party may terminate this Agreement without cause upon the provision of 30 days' prior written notice.
- 7.3 **Automatic Termination.** This Agreement shall automatically and immediately terminate if a Party becomes bankrupt or insolvent, ceases to carry on business, or is subject to an order made or a resolution passed for the winding up of its operation or if the Survey Administrator ceases to be funded or is terminated for any other reason.
- 7.4 **Suspension of Access.** Notwithstanding any other provisions in this Section 7, the Survey Administrator, through the DAC, acting in its sole discretion, may immediately suspend the Approved User's access to the CCWS Data if it believes that there is: (a) a breach of any material term of this Agreement; or (b) an extreme circumstance that would warrant such action including a compromise of the integrity or security of the CCWS Data. The Survey Administrator shall notify, through the DAC, the Approved User in writing of such suspension including when the suspension is to take effect.

8. NO WARRANTY/LIMITATION OF LIABILITY/INDEMNIFICATION

- 8.1 You accept that the Survey Administrator:
- 8.1.1 bears no legal responsibility for the accuracy or comprehensiveness of the CCWS Data and the Survey Administrator makes no representations and extends no warranties of any kind, either express or implied of merchantability or fitness for a particular purpose, or that the use of the CCWS Data will not infringe any patent, copyright, or trademark, or other rights or any other express or implied warranties.
 - 8.1.2 accepts no liability for indirect, consequential, or incidental, damages or losses arising from acceptance or use of the CCWS Data for whatever reason and shall not be liable for any lost profits or other economic loss; and
- 8.2 You agree to indemnify, hold harmless and defend the Survey Administrator, its members, officers, employees, contractors, subcontractors, students and agents against any and all third party claims, suits, proceedings, costs, or expenses resulting from any negligence or from any injury (including death), damage, or loss or the alleged infringement of any copyright, patent, trademark, trade secret or other intellectual property or proprietary right arising out of You or Your Institution use of the CCWS Data or any products or services derived therefrom.

This Agreement is hereby signed by the duly authorized signatories with the power to bind the Parties. This Agreement may be executed in counterparts each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument. A counterpart signed by a Party hereto and transmitted by facsimile or scanned into Portable Document Format (PDF) and transmitted by e-mail shall have the same effect as a counterpart originally signed by such Party.

SIGNATURE**Approved User:**

Name	
Position	
Signature	
Date	

Approved Institution:

Name	
Position	
Signature	
Date	

Survey Administrator:

Name	
Position	
Signature	
Date	

Please e-mail a PDF of the signed *Data Access Agreement* to survey@ccws-becc.ca

Appendix 4b: Data Access Agreement (for Researchers Who Are Employed by UBC)

Project title: _____

BETWEEN:

_____ ("**Approved User**");

AND:

The University of British Columbia ("**Survey Administrator**")

(each referred to as a "**Party**" and collectively as the "**Parties**").

BACKGROUND:

This Agreement governs the terms of access to the research dataset generated by the Canadian Campus Wellbeing Survey Data ("CCWS Data").

For the sake of clarity, the terms and conditions of access set out in this Agreement apply to the Approved User, who is a researcher employed by the University of British Columbia ("UBC"). The Approved User is referred to within this Agreement as "You" and "Your", and shall be construed accordingly. The Approved User's request to access the CCWS Data was approved by the Data Access Committee which is governed by the CCWS Data Access Policy.

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration passing between the Parties hereto, the receipt and adequacy of which is acknowledged by both Parties, the Parties hereto covenant and agree as follows:

1. DEFINITIONS

1.1 Unless otherwise defined in the body of this Agreement, capitalized words have the following meanings:

- a. **Applicable Laws:** in relation to a Party, any and all federal and provincial laws or regulations to which the Party is subject relating to its activities in connection with this Agreement as are in existence on the Effective Date or come into existence during the Term, as the same may be amended, reenacted, consolidated and/or replaced, from time to time.
- b. **Business Day:** any day except Saturday, Sunday or any statutory holiday in the Province of British Columbia.
- c. **Data Access Committee (DAC):** a monitoring committee that will review and approve or deny access applications and provide overall oversight.

- d. **Data Access Application Form:** the form submitted to the CCWS Data Access Committee by the Approved User to request access to the CCWS Data.
 - e. **Derived Data:** any and all data generated from or based upon the use of CCWS Data.
 - f. **Destroy:** with respect to the CCWS Data, to take all necessary steps to: i) physically eliminate all print and other hard copies of it; ii) erase, scrub or otherwise remove all electronic, digital or other versions of it from every item of equipment and all media (including disks, tapes, computers, servers and related peripheral equipment such as disk arrays, tapes or disk backup units) that it has been installed, downloaded or otherwise put onto; and iii) otherwise obliterate it.
 - g. **Effective Date:** the date when all Parties have signed a Data Access Agreement.
 - h. **Canadian Campus Wellbeing (CCWS) Survey:** a common surveillance tool that provides a necessary basis for assessing the mental and physical health and wellbeing of students and employees, identifying priorities for intervention at an institutional level and assessing future interventions targeting the health and wellbeing of students and employees.
 - i. **CCWS Data:** data from the Canadian Campus Wellbeing (CCWS) Survey to which the Approved User has been granted access by the DAC.
 - j. **Research:** the research to be conducted by the Approved User using the CCWS Data pursuant to the Data Access Application Form, the protocol, and ethics review for which has been reviewed and approved by the Data Access Committee.
 - k. **Research Participants:** individuals who have contributed their data to the CCWS.
 - l. **Research Staff:** those individuals who are listed in the Data Access Application Form, who are approved by the Data Access Committee to have access to the CCWS Data for the purpose of conducting the Research.
 - m. **Significant Changes:** changes that modify the accuracy and/or scope of the initial information provided by the Applicant in the Data Access Application Form.
 - n. **Unanticipated Event:** an event that takes place during an approved research project, that may have an impact on the CCWS Data, Derived Data, and/or the ability of the Approved User to achieve his research goals. These include, but are not limited to, situations of compromised data or material security, integrity or confidentiality, or breaches of ethics.
 - o. **Term:** has the meaning given to it in section 7.1.
- 1.2 The division of this Agreement into sections and the insertion of headings are for convenience of reference only and are not to affect the construction or interpretation of this Agreement. Unless otherwise specified, words importing the singular include the plural and vice versa, and words importing one gender include all genders.

2. ACCESS TO, USE AND DISCLOSURE OF THE CCWS DATA

- 2.1 You agree to use the CCWS Data in compliance with the CCWS Data Access Policy.
- 2.2 This Agreement becomes active upon the Effective Date. Access is limited to one year with a possibility of subsequent annual renewals; thus, You must submit a Data Access Renewal Form to the Survey Administrator, through the DAC, when the year-end date is approaching.
- 2.3 You agree to use CCWS Data for the approved purpose and research project described in the Data Access Application Form and as approved by your Research Ethics Board or comparable decisional committee in the document requested in Section 6 of the Data Access Policy. Use of the CCWS Data for a new purpose or research project will require a new application and approval.
- 2.4 You shall reimburse the Survey Administrator \$(insert value) to cover costs incurred when preparing and sending CCWS Data to you.
- 2.5 You acknowledge and agree that the CCWS Data remain subject to Section 3 of this Agreement and the Approved User has only a royalty free, non-exclusive, non-assignable, non-transferable license to use the CCWS Data solely and only to the extent required to conduct the Research in accordance with the terms and conditions of this Agreement. You shall not make any significant changes relating to the information provided in the Data Access Application Form, without the prior written approval of the Survey Administrator, through the DAC.
- 2.6 You must report to the DAC any Significant Changes and/or Unanticipated Events related to your research project as outlined in Section 6 of the Data Access Policy.
- 2.7 You accept that it may be necessary for the Survey Administrator or its appointed agent to alter the terms of this Agreement from time to time in order to address new concerns. In this event, the Survey Administrator or its appointed agent will contact You to inform you of any changes.
- 2.8 You agree to submit a Final Project Report as outlined in Section 6 of the Data Access Policy on completion of the agreed purpose.
- 2.9 **Safeguards To Protect CCWS Data**
- 2.9.1 You shall comply with the Data Access Policy and the terms and conditions contained in the Data Access Application Form.
- 2.9.2 You agree not to transfer or disclose the CCWS Data, in whole or in part, to anyone not listed in the Data Access Application Form for any purpose without the prior written approval of the CCWS DAC.
- 2.9.3 You shall provide a copy of this Agreement and explain its content to all Research Staff members. The Approved User shall ensure that all Research Staff members comply with the provisions of this Agreement. The Approved User shall take appropriate disciplinary action

against any Research Staff member who breaches the terms of this Agreement, and shall deny such individual any further access to the CCWS Data.

- 2.9.4 You shall remain responsible for the acts of the Research Staff. Any breach of the provisions of this Agreement by the Research Staff shall be deemed a breach by the Approved User.
- 2.9.5 You agree to preserve, at all times, the confidentiality of the information and/or CCWS Data. In particular, you undertake not to use, or attempt to use, the CCWS Data to compromise or otherwise infringe the confidentiality of information on Research Participants and their right to privacy. You agree to follow the plans and procedures outlined in Section 4 of the Data Access Application Form.
- 2.9.6 You agree to protect the confidentiality of Research Participants in any research papers or publications that you prepare by taking all reasonable care to limit the possibility of identification. A minimum cell size of 5 is required when publishing CCWS Data.
- 2.9.7 You agree that in case of involuntarily identification of a Research Participant, this information will be destroyed and you will notify the Survey Administrator, through the DAC. You will not collect, use, or disclose any identifying information or attempt to contact a Research Participant.
- 2.9.8 You agree not to link or combine the CCWS Data provided under this Agreement to other information in a way that could re-identify the Research Participants, even if access to that data has been formally granted to You, or is freely available without restriction.
- 2.9.9 You shall maintain appropriate administrative, physical and technological safeguards to limit the risk of theft, loss, unauthorized access, copying, modification, use, disclosure or disposal of the CCWS Data consistent with prudent practice, using at least the same means that it uses, or would reasonably be expected to use, to protect its own confidential and proprietary information.
- 2.9.10 You shall follow the security practices set out in the UBC Information Security Standards, which shall include security software and encryption protocols, firewalls, locks and other access controls, staff training and education. You shall ensure that the CCWS Data is only downloaded onto secure servers and not onto any personal devices. You shall not intentionally insert, into any part or component of the CCWS Data, any virus, time lock, clock, back door, disabling device or other code, routine or instruction which tends to destroy, corrupt or disable software, data or systems or allow unauthorized access thereto. The Approved User shall not store or use CCWS Data in any facility outside of UBC.
- 2.9.11 If the Survey Administrator, through the DAC has concerns about Your compliance with the terms and conditions of this Agreement, the DAC shall provide the Approved User with written notice of such concerns and its reasons for them. You shall, within five Business Days' of receipt of the notice, investigate the matter and provide the DAC with a report stating the cause of the deficiency, if any, and the steps taken to prevent a recurrence, if required.

3. INTELLECTUAL PROPERTY AND PUBLICATION

3.1 You agree to recognize the contribution of the CCWS, including a proper acknowledgement in all reports, presentations and publications resulting from your use of the CCWS Data. One of the following statements shall be included, determined by the data that you access:

Student data:

“The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the students and institutions that participated in the CCWS.”

Employee data:

“The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the employees and institutions that participated in the CCWS.”

Both student and employee data:

“The data used for this research were made available by the Canadian Campus Wellbeing Survey (CCWS) with support from The Rossy Foundation. We thank the students, employees, and institutions that participated in the CCWS.”

3.2 You agree to abide by the terms outlined in the CCWS Publication Policy available in the CCWS Data Access Policy.

4. RETENTION, RETURN AND DESTRUCTION OF CCWS DATA

4.1 You shall retain the CCWS Data only for so long as necessary to complete the Research in accordance with the Data Access Application Form, unless required to retain the CCWS Data longer for archival peer review or audit purposes in conformity with legal requirements.

4.2 Upon expiration, early termination of this Agreement, or the reasonable request of the DAC, the Approved User shall:

4.2.1 Cease accessing and using the CCWS Data;

4.2.2 Destroy copies of the CCWS Data downloaded onto its computers and servers, or otherwise in its possession or control, in accordance with the DAC’s directions as to timing of destruction and method of secure destruction of records, unless obliged to retain the CCWS Data for archival purposes in conformity with audits, peer review or legal requirements, upon: a) the reasonable request of DAC; b) on expiration of this Agreement; c) in the event that You or Your Institution are in breach of any of the conditions of this Agreement; or d) in the event of a withdrawal by a participating institution contributing data to the research database. When requested by the DAC, You shall certify that the transferred data and all copies thereof were Destroyed.

4.2.3 You agree to return Derived Data that arose from analyses of CCWS Data back to the Survey Administrator within one year of completing the analyses.

5. DATA BREACHES

- 5.1 If You become aware that there has been a breach or suspected breach of this Agreement, or that a person has or is suspected as having obtained unauthorized access to the CCWS Data other than as contemplated in this Agreement, or that the CCWS Data have been stolen or lost, You shall, at the first reasonable opportunity notify the Survey Administrator by telephone, followed by a written notice report, within 48 hours, using the Unanticipated Event/Significant Change Report Form. You shall take the steps that are reasonable in the circumstances to contain the breach and prevent reoccurrence and shall notify the DAC in writing of the steps taken.
- 5.2 The Survey Administrator reserves the right to use legal action against You for any damages caused by the breach of this Agreement.

6. GENERAL

- 6.1 You agree not to transfer or disclose the CCWS Data in whole or in part, or any identifiable material derived from the CCWS Data, to anyone not listed in the Data Access Application Form, except as necessary for safety monitoring, audits or program management. Should You or Your Institution wish to share the CCWS Data with an external collaborator, this third party must complete a separate Data Access Application Form and follow the normal access procedures.
- 6.2 **Governing Law.** This Agreement shall be construed, interpreted and governed by the laws of Canada and the province of British Columbia and the Parties attorn to the jurisdiction of the B.C. courts.
- 6.3 **Amendment.** This Agreement may be amended, modified or supplemented only by written agreement signed by each Party.
- 6.4 **Assignment.** No Party may assign its rights or obligations under this Agreement without the prior written consent of the other Parties, not to be unreasonably withheld, except that a Party may, without consent, assign its rights under this Agreement to a successor entity, or an acquirer of all or substantially all of its assets. This Agreement ensures to the benefit of and binds the Parties and their respective successors and permitted assigns.
- 6.5 **Survival.** Any provision of this Agreement that contemplates performance or observance subsequent to termination or expiration of this Agreement shall survive termination or expiration of this Agreement and continue in full force and effect

7. TERM AND TERMINATION

- 7.1 **Term.** This Agreement shall be effective for a period of one (1) year from the Effective Date (“Term”). This Agreement may be extended by mutual agreement of the Parties or terminated in accordance with the provisions of this Agreement.
- 7.2 **Termination without Cause by Notice.** Any Party may terminate this Agreement without cause upon the provision of 30 days’ prior written notice.

- 7.3 **Automatic Termination.** This Agreement shall automatically and immediately terminate if a Party becomes bankrupt or insolvent, ceases to carry on business, or is subject to an order made or a resolution passed for the winding up of its operation or if the Survey Administrator ceases to be funded or is terminated for any other reason.
- 7.4 **Suspension of Access.** Notwithstanding any other provisions in this Section 7, the Survey Administrator, through the DAC, acting in its sole discretion, may immediately suspend the Approved User's access to the CCWS Data if it believes that there is: (a) a breach of any material term of this Agreement; or (b) an extreme circumstance that would warrant such action including a compromise of the integrity or security of the CCWS Data. The Survey Administrator shall notify, through the DAC, the Approved User in writing of such suspension including when the suspension is to take effect.

8. NO WARRANTY/LIMITATION OF LIABILITY/INDEMNIFICATION

8.1 You accept that the Survey Administrator:

- 8.1.1 bears no legal responsibility for the accuracy or comprehensiveness of the CCWS Data and the Survey Administrator makes no representations and extends no warranties of any kind, either express or implied of merchantability or fitness for a particular purpose, or that the use of the CCWS Data will not infringe any patent, copyright, or trademark, or other rights or any other express or implied warranties;
- 8.1.2 accepts no liability for indirect, consequential, or incidental, damages or losses arising from acceptance or use of the CCWS Data for whatever reason and shall not be liable for any lost profits or other economic loss; and

8.2 You agree to indemnify, hold harmless and defend the Survey Administrator, its members, officers, employees, contractors, subcontractors, students and agents against any and all third party claims, suits, proceedings, costs, or expenses resulting from any negligence or from any injury (including death), damage, or loss or the alleged infringement of any copyright, patent, trademark, trade secret or other intellectual property or proprietary right arising out of You or Your Institution use of the CCWS Data or any products or services derived therefrom.

This Agreement is hereby signed by the duly authorized signatories with the power to bind the Parties. This Agreement may be executed in counterparts each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument. A counterpart signed by a Party hereto and transmitted by facsimile or scanned into Portable Document Format (PDF) and transmitted by e-mail shall have the same effect as a counterpart originally signed by such Party.

SIGNATURE**Approved User:**

Name	
Position	
Signature	
Date	

Survey Administrator:

Name	
Position	
Signature	
Date	

Please e-mail a PDF of the signed *Data Access Agreement* to survey@ccws-becc.ca



Appendix 5: Final Project Report

This *Final Project Report* should be completed and signed by an Approved User who has successfully applied for access to CCWS Data and has used them for research purposes for the time specified in the *Data Access Agreement*. This *Final Project Report* provides the User with the opportunity to provide a summary of the research findings as well as comments and suggestions for improving the CCWS access procedure.

File number (provided in your original approval letter): _____

Original title and summary of the main research project:

1. Name of Principal Applicant including affiliation and contact details.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

2. Name of the Authorized Institutional Representative, including affiliation and contact details.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

3. Title of Project

--

4. Summary of the research project

Please provide a summary of the results of the research project. This summary should be written for an academic audience and will not be published. Please also attach any publications (including published abstracts) arising from this work.

--

5. Lay summary of the research project

Please provide a summary of the results of the research project. This summary should be written for a lay audience and will be published on the CCWS publicly available registry.

6. Improving access procedures

The CCWS is committed to sharing its data with the national and international scientific communities. Please provide feedback and suggestions for improving CCWS Data Access procedures.

SIGNATURE

Principal Applicant:

Name	
Position	
Signature	
Date	

Please e-mail a PDF of the signed *Final Project Report* to survey@ccws-becc.ca

Appendix 6: Unanticipated Event/Significant Change Report

This *Unanticipated Event/Significant Change Report* must be submitted to the Data Access Committee for the occurrence of Unanticipated Events and/or Significant Changes during an approved research project that may have an impact on the CCWS data and/or the ability of the Approved User to achieve his research goals.

Notification of compromised data or material security, integrity or confidentiality, or a breach of ethics must be reported at the first reasonable opportunity by telephone (604-822-2990) to the CCWS DAC, followed by this written notice report within 48 hours of the event.

File number (provided in your original approval letter): _____

Original title and summary of the main research project:

1. Name of Principal Applicant including affiliation and contact details.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

2. Name of the Authorized Institutional Representative, including affiliation and contact details.

Name:	
Title:	
Position:	

Affiliation:	
Institutional Email:	
Mailing Address:	

3. Title of Project

--

4. Description of the Unanticipated Event/Significant Change

a. Date of the event: _____

b. Description of the unanticipated event/significant change

--

c. Has the Research Ethics Board been notified?

--

d. What action (if any) has been taken, or will be taken, by the Approved User?

--

SIGNATURE**Principal Applicant:**

Name	
Position	
Signature	
Date	

Authorized Institutional Representative of the host institution:

Name	
Position	
Signature	
Date	

Please e-mail a PDF of the signed *Unanticipated Event/Significant Change Report* to survey@ccws-becc.ca

Appendix 7: Certificate of Destruction

File number (provided in your original approval letter): _____

Project title: _____

This is to certify that all copies of the data file transferred on (insert date) have been destroyed and can no longer be accessed.

SIGNATURE

Principal Applicant:

Name	
Position	
Signature	
Date	

Once completed, please send an original signed copy to:

survey@ccws-becc.ca

OR, by mail to

Canadian Campus Wellbeing Survey, Data Access Committee
 c/o Guy Faulkner, School of Kinesiology
 The University of British Columbia, Vancouver Campus
 210-6081 University Blvd
 Vancouver, BC V6T 1Z1

Appendix 8: Amendments to Existing Projects

This *Amendments to Existing Projects Form* must be submitted to the Data Access Committee when requesting access to additional data or changes to the research team during an approved research project. For example, additional variables that are key for the project but were not included in the initial application, or variables required to do additional analyses (that are similar to or build on the original project).

File number (provided in your original approval letter): _____

1. Name of Principal Applicant, including affiliation and contact details.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

2. Title of Project (from your original data access application)

3. Additional data: if you are requesting additional data/variables, please select all that apply:

CCWS Student Survey

Select the set of variables that specifically support the research project that you have identified in Section II.

Institution-level variables (*note: only provided if at least 3 institutions meet the criteria requested. E.g., if there are 2 junior colleges that category would be obscured*)

Rural or urban campus (available from winter 2022 onwards)

Institution type (university, technical and vocational, junior college, private institution, miscellaneous; available from Winter 2022 onwards)



- Institution size (≤ 1000 , 1001-5000, 5001-10000, 10001-20000, 20001-40000, ≥ 40001 students)
- Language survey was completed in (English, French)
- Province institution is located in
- [U15 membership](#)
- Sample type (Random, census (all students invited), other; available from Winter 2022 onwards)
- Deployment (select all that apply). *Please note that fall deployments are only available upon request so are typically much smaller than winter deployments.*
 - Fall 2019
 - Spring 2020
 - Fall 2020
 - Winter 2021
 - Fall 2021
 - Winter 2022
 - Fall 2022
 - Winter 2023
 - Fall 2023
 - Winter 2024
 - Fall 2024
 - Winter 2025

Mental Health Assets

- Warwick-Edinburgh Mental Well-being Scale
- Resilience (control and self-efficacy coping)
- General physical health (single item)
- General mental health (single item)
- Five-item Social Provisions measure

Campus Climate and Student Experience

- School climate (safety, teaching & learning, interpersonal relationships, and institutional environment)
- Feelings of safety on campus during the day and at night

Academic Achievement/Experience

- Institutional learning environment

Mental Health Deficits

- Sources of perceived stress and extent of impact on academic performance
- Kessler Psychological Distress Scale (K10)
- Suicidal ideation and planning
- 3-item loneliness

Mental Health Service Utilization and Help-Seeking

- Knowledge of mental health services available on/off-campus
- Comfort seeking mental health support online
- Knowledge of physical health services on- and off-campus
- Perceptions of support systems on campus

- Student use of campus health services for primary care
- Awareness of mental health outreach efforts on campus
- Primary care through campus health services
- Who would speak to if experiencing serious emotional distress
- Willingness and comfort seeking out professional help

Alcohol

- Binge drinking
- Daily drink consumption in past week

Tobacco use

- Tobacco-use (cigarette smoking and vaping; includes nicotine, cannabis and flavour without nicotine)

Cannabis

- Lifetime and previous year cannabis use
- Frequency of Cannabis use

Other drugs

- Use of opioids
- Use of stimulants

 6-item Food Security**Sleep**

- Time to sleep and wake up on weekdays and weekends
- Quality of sleep rating

Physical activity

- Time spent in vigorous and moderate physical activities
- Participation in organized athletics (varsity, club/community sports/intramurals/none) over last year
- Frequency of muscle-strengthening activities

Sedentary behaviour/screen time

- Time (hours, minutes) spent using screens (watching TV, using computers during leisure), in sedentary transportation, and total sitting time during a typical weekday

Sexual health

- Safe sex practice questions (ever and contraceptive use)
- Sexual satisfaction

Optional modules (if available)

- 18-item food security measure
- Eco-anxiety (available fall 2023 onwards)

Demographics

SELF-REPORT VARIABLES	COHORT FILE VARIABLES
<input type="checkbox"/> Age <input type="checkbox"/> Ethnicity (including Canadian Indigenous group) <input type="checkbox"/> Born in Canada (student and parents) <input type="checkbox"/> Residence (housing) <input type="checkbox"/> Commute (how and length) <input type="checkbox"/> Cumulative grade <input type="checkbox"/> Co-op placement, practicum, residency, study abroad in the last month <input type="checkbox"/> Work hours <input type="checkbox"/> Financial stress <input type="checkbox"/> Gender <input type="checkbox"/> Trans experience <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Relationship Status <input type="checkbox"/> Disabilities <input type="checkbox"/> Parent/guardian education	<input type="checkbox"/> Subject of Studies (CIP code) <input type="checkbox"/> Domestic/International <input type="checkbox"/> Indigeneity (if available) <input type="checkbox"/> Credential Type <input type="checkbox"/> Program start date <input type="checkbox"/> Graduate – program type (if applicable) <input type="checkbox"/> New to institution? <input type="checkbox"/> Year standing (if available) <input type="checkbox"/> Cumulative GPA (if available) <input type="checkbox"/> Full-time/Part-time status

c. CCWS Employee Survey

Select the set of variables that specifically support the research project that you have identified in Section II.

Institution-level variables (note: only provided if at least 3 institutions meet the criteria requested. E.g., if there are 2 junior colleges that category would be obscured)

- Rural or urban campus
- Institution type (university, technical and vocational, junior college, private institution, miscellaneous)
- Institution size (≤ 1000 , 1001-5000, 5001-10000, 10001-20000, 20001-40000, ≥ 40001 students)
- Language survey was completed in (English, French)
- Province institution is located in
- [U15 membership](#)
- Sample type (Random, census (all students invited), other)

Deployment (select all that apply). *Please note that fall deployments are only available upon request so are typically much smaller than winter deployments.*

Winter 2021

Fall 2023

Fall 2024

Winter 2023

Winter 2024

Winter 2025

Mental Health Assets

- Warwick-Edinburgh Mental Well-being Scale
- Resilience (control and self-efficacy coping)
- General physical health (single item)
- General mental health (single item)
- Five-item Social Provisions measure

Workplace Experience

- Workplace climate (safety, interpersonal relationships, and institutional environment)
- Feelings of safety on campus during the day and at night

Mental Health Deficits

- Sources of perceived stress
- Kessler Psychological Distress Scale (K10)
- 3-item Loneliness

Health Service Utilization and Help-Seeking

- Knowledge of mental health services available through employer/not offered through employer
- Knowledge of physical health services available through employer/not offered through employer
- Perceptions of support systems on campus
- Perceptions of mental health services/benefits provided by employer
- Awareness of mental health outreach efforts at workplace
- Who would speak to if experiencing serious emotional distress
- Willingness and comfort seeking out professional help

Sleep

- Time to sleep and wake up on weekdays and weekends
- Quality of sleep rating

Physical activity

- Time spent in vigorous and moderate physical activities
- Participation in organized athletics (varsity, club/community sports/intramurals/none) over last year
- Frequency of muscle-strengthening activities

Sedentary behaviour/screen time

Time (hours, minutes) spent using screens (watching TV, using computers during leisure), in sedentary transportation, and total sitting time

Food Security

18-item Food Security

Option modules (pending availability)

Suicidal ideation and planning

Eco-anxiety

Substance Use

Binge drinking

Number of drinks per day in the past week

Tobacco-use (cigarette smoking and vaping)

Lifetime and previous year cannabis use

Demographics

SELF-REPORT VARIABLES	
<input type="checkbox"/> Age <input type="checkbox"/> Indigeneity <input type="checkbox"/> Racialized/visible minority <input type="checkbox"/> Ancestry <input type="checkbox"/> Born in Canada (participant and parents) <input type="checkbox"/> Residence (housing) <input type="checkbox"/> Commute (how and length) <input type="checkbox"/> Work/life balance <input type="checkbox"/> Financial stress	<input type="checkbox"/> Gender identity <input type="checkbox"/> Trans experience <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Relationship status <input type="checkbox"/> Child/elder care responsibilities <input type="checkbox"/> Disabilities <input type="checkbox"/> Highest level of education obtained <input type="checkbox"/> Faculty/staff/post-doctoral fellow <input type="checkbox"/> Work arrangement (full-time onsite, a combination of onsite and remote, full-time remote) <input type="checkbox"/> Time at institution <input type="checkbox"/> Full/part time <input type="checkbox"/> Ongoing position <input type="checkbox"/> Managing faculty or staff

a. Description of why the additional data are being requested

4. Additional research team member(s): if you have new research team members, please include their information below. If there are more than two new team members, please attach additional pages with this information.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

5. Research Ethics Board

Has the Research Ethics Board been notified? If not, please describe why it is not necessary. If yes, please include a letter of approval/exemption for your proposed changes. This will be required before any additional data are sent.

What action (if any) has been taken, or will be taken, by the Approved User?

- 6. Data Access Agreement:** I understand that any approved changes will be considered part of the approved data access application. This means that I will continue to follow the terms of the agreement listed in Appendix 4, and understand that the Effective Date remains the same. Specifically,
- 2.2: This Agreement becomes active upon the Effective Date. Access is limited to one year with a possibility of subsequent annual renewals; thus, You must submit a Data Access Renewal Form to the Survey Administrator, through the DAC, when the year-end date is approaching.
- 2.3: You agree to use CCWS Data for the approved purpose and research project described in the Data Access Application Form and as approved by your Research Ethics Board or comparable decisional committee in the document requested in Section 6 of the Data Access Policy. Use of the CCWS Data for a new purpose or research project will require a new application and approval.
- 2.9.1: You shall comply with the Data Access Policy and the terms and conditions contained in the Data Access Application Form.
- 2.9.3: You shall provide a copy of this Agreement and explain its content to all Research Staff members. The Approved User shall ensure that all Research Staff members comply with the provisions of this Agreement. The Approved User shall take appropriate disciplinary action against any Research Staff member who breaches the terms of this Agreement, and shall deny such individual any further access to the CCWS Data.
- 2.9.9: You shall maintain appropriate administrative, physical and technological safeguards to limit the risk of theft, loss, unauthorized access, copying, modification, use, disclosure or disposal of the CCWS Data consistent with prudent practice, using at least the same means that it uses, or would reasonably be expected to use, to protect its own confidential and proprietary information.

SIGNATURE

Principal Applicant:

Name	
Position	
Signature	
Date	

Please e-mail a PDF of the signed *Amendments to Existing Projects* to survey@ccws-becc.ca