

Policy on Official Release

1. Effective date

1.1 This policy took effect on May 15, 2013. It was updated on September 27, 2016.

2. Application

2.1 This policy applies to all new datasets, as well as analytical products and information products based on new datasets, created by Statistics Canada. It is consistent with the provisions of the *Statistics Act*, and does not restrict the authority of the Chief Statistician.

2.2 This policy also sets the conditions for providing new datasets, as well as analytical products and information products based on new datasets, to a third party prior to their official release in *The Daily*, Statistics Canada's official release bulletin.

2.3 This policy does not prevent Statistics Canada from coordinating a release with other departments and organizations. Any such coordinated release is subject to the requirements of this policy.

3. Context

3.1 *The Daily* is Statistics Canada's official release vehicle. It supports the agency's mandate to publish statistical information on Canada's economy and society.

3.2 New datasets, as well as analytical products, and information products based on new datasets, are subject to official release in *The Daily*.

3.3 The following statistical information does not require to be released first in *The Daily*:

- tabulations from previously released datasets
- results of tests, pilot surveys, working papers, feasibility studies, and analytical reports on methods used, subject to the restrictions of the *Statistics Act*
- presentations or publication of analysis and/or preliminary research findings that are based on previously released datasets.

In instances where the above work was conducted by Statistics Canada (alone or with peers), it is recommended:

- to release it in *The Daily* as well (at the same time or later) to ensure it is broadly used and fully accessible to the public
- to mention that the release (or a different iteration of it) is/was also published in another source.

4. Definitions

Appendix A provides definitions to be used in the interpretation of this policy.

5. Policy statement

5.1 Objective

5.1.1 The objective of this policy is to ensure that all new datasets, as well as analytical products and information products based on new datasets, are

- released through an announcement in *The Daily*
- protected until their official release in *The Daily*
- not shared outside Statistics Canada prior to their official release, except as allowed in Section 6.2.

See Appendices E and F for more information.

5.2 Expected results

5.2.1 Canadians receive equitable and timely access to all of Statistics Canada's new datasets, as well as analytical products and information products based on new datasets.

5.2.2 Access is provided on the Statistics Canada website at 8:30 a.m. Eastern time each business day through *The Daily*, Statistics Canada's official release vehicle.

5.2.3 Governance structures, mechanisms and resources are in place to ensure the continuous and effective management of Statistics Canada's pre-release information.

6. Policy requirements

6.1 *The Daily* is Statistics Canada's official release vehicle. It is the policy of Statistics Canada to release every new dataset, as well as analytical product and information product based on new datasets, in *The Daily*, whether funded by Statistics Canada or through cost recovery, before they are disseminated to the public or provided to a third party.

Daily releases must provide, at a minimum, the following information:

- a short description of the data content
- the source, the geography and the reference period.

6.2 Conditions that allow information to be disseminated prior to official release

6.2.1 Authorization by the Clerk of the Privy Council on the advice of the Chief Statistician

It has been deemed essential that a few key federal officials have advance access to a small number of key releases to prepare appropriate responses for ministers, given that ministerial comment can have repercussions on markets.

Where such an authorization is granted, access to the information is provided according to the procedures in Appendix B.

The organization receiving the information must agree to restrict access to the pre-release information to only those people with a work-related need to access it prior to official release.

When the circumstances warrant, the Chief Statistician may make an interim ruling on this exception when the Clerk is not available.

6.2.2 Advance release for purposes of data validation and information

6.2.2.1 Work-in-progress agreements (for data validation purposes)

Work-in-progress datasets, as well as analytical products and information products based on new datasets, **may be provided** in advance of official release in *The Daily* to designated individuals of external organizations for the purposes of data validation. These are cases where it can be shown that the receiving individual or organization is qualified to provide the required validation, and where significant benefits to data quality are anticipated or have been previously demonstrated. If authorized, the advance release will be conducted in accordance with the procedures in Appendix C.

Work-in-progress agreements can be used for collaborative programs (including cost-recovery programs and sharing of administrative data files) that require an advance release for data validation. In the case of cost-recovery programs, work-in-progress agreements can also be used to brief ministers or elected officials of funding departments.

Analytical products

Analytical products based on new datasets, **may be provided** in advance of official release in *The Daily* to an individual or external organization for the purpose of institutional and peer review, as prescribed in the *Policy on Peer and Institutional Review*. These are cases in which external peer review is necessary, where it can be shown that the receiving organization or individual is qualified to provide the required review, and where significant benefits to data or analytical quality are anticipated or have previously been demonstrated.

- Where analytical products, based on previously released datasets, are provided in advance of official release for peer review purposes, an advance release is not required. The review has to be conducted in accordance with the *Policy on Peer and Institutional Review*.
- Where analytical products, **based on new datasets**, are provided in advance of official release for peer review purposes, an advance release is required and has to be conducted in accordance with the procedures in Appendix C.

Microdata files or confidential aggregates

In certain situations, microdata files or confidential aggregates from which datasets are obtained may be shared with a third party. If the sharing of microdata files or confidential aggregates with a third party occurs **prior** to the official release of the datasets created with those files or aggregates, a work-in-progress for data validation can be authorized (in accordance with the procedures in Appendix C) as long as one of the following conditions is met:

- a data-sharing agreement under Section 11 or 12 of the *Statistics Act* is in effect (as per the Directive on Data Sharing)
- a discretionary disclosure order under Subsection 17(2) of the *Statistics Act* is in effect (as per the Directive on Discretionary Disclosure).

Administrative data returned to the source organization

In certain situations, Statistics Canada receives administrative data from an organization, manipulates them and returns them to the organization prior to official release for validation purposes. Where data manipulations mainly involve cleaning or reformatting the administrative data and **where there is no addition of data from other sources**, Statistics Canada can return the administrative data to the source organization prior to official release without an advance release. In all other cases, where data manipulations at Statistics Canada result in the addition of information from other sources, an advance release is required and has to be conducted in accordance with the procedures in Appendix C.

6.2.2.2 Advance release for information purposes

Advance releases for information apply to collaborative programs (cost-recovery programs, administrative data files and common governance structure).

Partners in a collaborative program **may have access** to release materials in advance of official release in *The Daily* in the following three situations:

- **Cost-recovery programs**
Where sponsors of **cost-recovery programs** (as stipulated in the terms and conditions of the cost-recovery contract) provide funding and make a significant contribution to the overall operations and governance of the program. Where advance release for cost-recovery programs takes place, it will be conducted in accordance with the procedures in Appendix C.
- **Common governance structure**
Where partner organizations participate in a formal collaborative program through a recognized **common governance structure** (as designated by the Executive Management Board). Where advance release under a common governance structure takes place, it will be conducted in accordance with the procedures in Appendix D.
- **Administrative data returned to the source organization**
In certain situations, Statistics Canada receives administrative data from an organization, manipulates them and returns them to the organization prior to official release for information purposes. Where data manipulations mainly involve cleaning or reformatting

the administrative data and **where there is no addition of data from other sources**, Statistics Canada can return the administrative data to the source organization prior to official release without an advance release. In all other cases, where data manipulations at Statistics Canada result in the addition of information from other sources, an advance release is required and has to be conducted in accordance with the procedures in Appendix C.

An advance release for information purposes could be used, in some circumstances, to brief ministers or other elected officials. In such cases, ministers or other elected officials should not be briefed prior to 5:00 p.m. Eastern time on the business day preceding the day on which the information will be published in *The Daily*. However, in the case of cost-recovery programs, there is no specific time set to brief ministers or elected officials of funding departments.

6.2.3 Authorization by the Chief Statistician

The Chief Statistician may authorize dissemination of information in advance of release in special circumstances in which the benefits justify the exception.

7. Responsibilities

7.1 Communications and Dissemination Branch is responsible for

- overseeing the application of this policy, advising author divisions and senior management on the interpretation of the policy, and reporting to the Executive Management Board on any emerging questions regarding its application
- managing the scheduling of *Daily* releases and preparing, in coordination with author divisions, the annual calendar of release dates for major economic indicators, and weekly announcements of upcoming releases
- approving, on behalf of the Microdata Access Management Committee, submissions for advance release (for purposes of data validation and information)
- referring to the Microdata Access Management Committee any submissions for advance release that involve special circumstances not covered by the principles enunciated in this policy, or that do not conform to policy requirements
- collecting periodically from program managers information on the results and benefits of previously approved Work in progress agreements (for data validation purposes)
- maintaining a register of all advance releases (authorized by the Clerk of the Privy Council, work-in-progress agreements and those for information purposes) and common governance agreements, and reporting on the register annually to the Executive Management Board after confirming its accuracy with divisional directors
- providing media training to media contacts and spokespersons
- providing training on writing for *The Daily*.

7.2 Directors are responsible for

- **Official release announcements**

- ensuring that their official release announcements are published in *The Daily* and that they respect the minimal requirements, described in section 6.1, for all new datasets, as well as analytical products, and information products based on new datasets
 - ensuring that final institutional review of releases is conducted in conformity with the Guidelines on Writing for *The Daily*
 - ensuring that announcements for all proposed releases in *The Daily* conform to the Guidelines on Writing for *The Daily*
 - ensuring that analysts writing major releases have received, or will obtain, training in writing an effective *Daily* release, and also that spokespeople for releases identified in *The Daily* have received media training from Communications and Dissemination Branch
 - ensuring that a media contact is provided in both official languages for each *Daily* release and that this person has obtained formal media training, as required under the *Directive on Media Relations*; the media contact must be available until 5:00 p.m. Eastern time on the day of production, on the day of release and the following business day.
- **Advance release under an authorization by the Clerk of the Privy Council on the advice of the Chief Statistician**
 - requesting a new authorization through the Chief Statistician's office
 - ensuring that protected information is securely transmitted when provided outside the agency (as per the Directive on the Transmission of Protected Information) and that it is covered by an acknowledgement of confidentiality requiring the receiving organization to comply with requirements described in Section 7.3
 - before each release, have the receiving organization confirm the names of the recipients of the pre-release information to ensure only those with a work-related need have access to pre-release information.
- **Advance release for purposes of data validation and information**
 - authorizing the advance release under work-in-progress agreements for data validation
 - determining where benefits warrant the advance release of work-in-progress to external organizations for the purposes of data validation
 - ensuring that protected information is securely transmitted when shared outside the agency, and that it is covered by an acknowledgement of confidentiality requiring recipients to comply with requirements described in Section 7.3
 - incorporating the conditions governing advance releases into contracts for cost-recovery surveys and monitoring their compliance by the survey sponsor
 - authorizing the advance release for information of data developed from administrative files to the organization that is the source of the file or to an organization authorized by the source organization
 - establishing a reasonable period of time to carry out analytical and other activities between the provision of data to sponsors of cost-recovery surveys and their official release by Statistics Canada

- requesting authorization through Communications and Dissemination Branch to provide information prior to official release in *The Daily* by completing the Advance Release Submission form and conducting the advance release in conformity with the procedures in Appendix C
- reviewing annually the advance releases and their recipients to ensure only those with a work-related need have access to pre-release information.
- **Other**
 - ensuring that *Daily* texts for economic indicators and those of an analytical nature (including studies, major and minor releases) are reviewed by the Chief Statistician prior to publication. A *Daily* text of an analytical nature includes information that sheds new light on a topic, is relevant to a current issue or informs public policy debate.
 - proposing the recognition of collaborative programs in a common governance structure to their director general, who will make a recommendation to the field assistant chief statistician on the status and membership of 'collaborative programs' (see Appendix D).

7.3 Organizations receiving protected release information from Statistics Canada are responsible for

- acknowledging receipt of the information
- safeguarding the confidentiality of the protected release information provided to them
- limiting access to the protected information to those designated officials within their organizations for work-related purposes ('need-to-know' basis)
- undertaking not to further disseminate the protected release information
- destroying the protected information once the review is completed, prior to official release.

7.4 Internal Audit Division is responsible for

- performing audits included in its Risk Audit Plan and on request from senior management. In the context of this policy, Internal Audit Division can be tasked to perform risk-based audits on the premises of the organizations receiving information prior to official release – as deemed appropriate – to verify for compliance with the requirements described in section 7.3.

7.5 The Communications and Dissemination Committee is responsible for

- advising the Executive Management Board on all aspects of official release.

7.6 The Microdata Access Management Committee is responsible for

- reviewing the annual report on the register of all advance release agreements (authorized by the Clerk of the Privy Council, work-in-progress agreements and those for information

purposes) and common governance agreements prior to submission to the Executive Management Board .

7.7 The Executive Management Board is responsible for

- conducting an annual review of advance release agreements (work-in-progress agreements and those for information purposes) and common governance agreements undertaken during the year
- designating formal collaborative programs (with partner organizations through a recognized governance structure) upon the recommendation of an assistant chief statistician.

7.8 The Chief Statistician is responsible for

- performing the final step of the institutional review for all content proposed for publication in *The Daily*
- maintaining a list of pre-releases authorized by the Clerk of the Privy Council.

8. Consequences

8.1 Consequences of non-compliance with this policy for Statistics Canada's employees may include disciplinary measures up to and including dismissal or may include prosecution as described in the *Statistics Act*.

8.2 Consequences of non-compliance with this policy for individuals and organizations receiving protected information prior to official release may include the termination of the work-in-progress advance release or advance release agreements.

9. References

9.1 Relevant legislation

Statistics Act

9.2 Related policies

Policy on Government Security

IT Security Policy

Policy on Communications and Federal Identity

Policy on Highlights of Publications

Policy on Information Management

Policy on Microdata Access

Policy on Microdata Release

Policy on Peer and Institutional Review

9.3 Related directives

Directive on the Security of Sensitive Statistical Information

Directive on Corrections to Daily Releases and Statistical Products

Directive on Data Sharing

Directive on Discretionary Disclosure

Directive on the Management of Aggregate Statistics

Directive on the Management of Statistical Microdata Files

Directive on the Transmission of Protected Information

Directive on Obtaining Administrative Data under the *Statistics Act*

Directive on Media Relations

10. Enquiries

Please direct enquiries about this policy to the Director General of Communications and Dissemination Branch.

Appendix A: Definitions

Administrative data refer to information that is collected by other organizations and departments for their own purposes, and is sought, at the micro or aggregate level, by Statistics Canada in respect to the objects of the *Statistics Act*.

Analytical products for release include a wide range of texts (and associated graphics, tables and other quantitative results) including those that are intended to be accessible to a broad audience, those focusing on a single dataset or data series, and those intended for a scholarly audience and include more complex methods and reasoning and make extensive reference to the broader research literature.

Business day means any day from Monday to Friday, with the exception of statutory holidays. *The Daily* is not published from December 25 to January 2.

Confidential aggregates mean information that could directly or indirectly identify a person, business or organization.

Dataset means non-confidential aggregated data or statistical aggregates obtained from microdata, an administrative file or a combination of both. A dataset is 'new' if it is from a newly instituted statistical program, or if it is from a previously unreleased iteration of an existing statistical program.

Daily text refers to the summary intended for publication in *The Daily* to communicate significant findings of potential interest to Canadians.

Final dataset means that the dataset is considered ready for official release.

In confidence is to be interpreted as prohibiting communication to a third party of any information related to the statistical findings.

Information products are the compilation of results from Statistics Canada activities, including non-confidential data files, databases, public use microdata files, tables (including CANSIM tables), graphs, and maps. Information products usually require a catalogue number and can be made available in either print or electronic media. There are two categories of information products: those based on new, not-yet-released data, and those based on previously released data.

Media contacts are professional staff who are named in *The Daily*, or delegated by senior management and identified to Communications, to provide explanations and interpretations of statistics.

Microdata file means a structured file containing confidential information for individual people, businesses or organizations.

Secure transmission means ensuring that the protected information is transmitted in a format that can be accessed only by the designated individuals of the selected organization.

Spokespersons are persons designated by the Chief Statistician to respond on behalf of the Agency to media inquiries on cross-cutting or program issues.

The Daily is Statistics Canada's official release vehicle. It comprises one or more announcements called 'releases,' which can be major or minor. Major releases usually contain important information for the Canadian public, and provide a national, regional or industrial perspective. They generally include tables and charts to support the information described in the text. Minor releases usually focus on a particular industry or subject and provide a brief overview of the data. They may include tables and charts to support the information described in the text.

Validation dataset means that the dataset is not yet final and, as such, is not considered ready for release. Data verification is still ongoing.

Appendix B: Procedures for advance release under an authorization by the Clerk of the Privy Council on the advice of the Chief Statistician

- Where an authorization is granted, the author division must communicate the conditions governing the advance release of information to the receiving organization.
- The author division has to obtain, from a designated representative of each organization that receives the protected information, a signed Acknowledgement of Confidentiality for Advance Release under an authorization by the Clerk of the Privy Council on the advice of the Chief Statistician.
- The signed Acknowledgements of Confidentiality for Advance Release under an authorization by the Clerk of the Privy Council on the advice of the Chief Statistician are valid for a period of 24 months from the date of the recipients' signature. They must be forwarded to the Director General of Communications and Dissemination Branch.
- The information will be provided to designated officials of the organization authorized by the Clerk of the Privy Council no earlier than 2:00 p.m. Eastern time on the business day preceding the day on which it is to be published in *The Daily*, unless authorized by the Chief Statistician.
- When the organization receiving the pre-release information is a government organization, ministers or other elected officials responsible for leading that department and their staff will not be briefed prior to 5:00 p.m. Eastern time on the business day preceding the day on which it will be published in *The Daily*, unless authorized by the Chief Statistician. However, in the case of cost-recovery programs, there is no specific time set to brief ministers or elected officials of funding departments.

Appendix C: Procedures for advance release submissions

- An Advance Release Submission form must be prepared for each advance release for the purposes of work-in-progress validation, as well as for each advance release for information purposes produced within cost-recovery programs and within administrative data programs.
- When the advance release is to multiple organizations, a single form should be completed. A list of the organizations and the names of the individuals to whom the advance release will be made must be attached.
- A new Advance Release Submission has to be completed and signed when additional recipients are added to an approved advance release. An acknowledgement of Confidentiality has to be signed by each new recipient.

Work-in-progress agreements

- Particular attention should be given to Section 4 of the submission form, since this information will be the focus of the review by Communications and Dissemination Branch and/or the Microdata Access Management Committee. Section 4 requires specific information on how the external organization is well placed to contribute to data

validation and the benefits for Statistics Canada.

Submissions should explain why Statistics Canada cannot perform the same data validation activity as the external organization;—for example, does the organization hold relevant data files not otherwise available to Statistics Canada? Does the organization prepare similar estimates or analyses that allow it to review the data authoritatively? Are the data derived from an administrative file supplied by this organization?

- The completed Advance Release Submission form must be approved by both the director and director general of the author division.
- Submission forms approved by the director and director general should be submitted to the director general of Communications and Dissemination Branch for review and approval on behalf of the Microdata Access Management Committee.
- The director general of Communications and Dissemination Branch will refer to the Microdata Access Management Committee any proposals for advance release that involve special circumstances. The director of the initiating division may be asked to justify the proposal to the Microdata Access Management Committee.
- Where approval of an advance release is granted, the author division must communicate the conditions governing the advance release of information to the receiving organization.
- When providing work-in-progress data to external organizations for data validation, divisions should provide only the information that requires validation for a pre-established review period that is as brief as possible.
- The method of providing advance release information to external organizations must meet the security requirements for transmission of sensitive statistical information (as outlined in the Directive on the Transmission of Protected Information) to ensure that only the intended recipient sees the information.
- Divisions will review their continuing advance release of work-in-progress arrangements, annually, to ensure they are producing demonstrable and significant benefits to validate data quality, and to eliminate those whose benefits no longer justify their continuation. The test of benefits will be applied to classes of users, not individual users (for example, data validation by all provinces/territories, as a class - not by individual provinces/territories). Notification of all terminated arrangements should be provided to Communications and Dissemination Branch. An approved Advance Release Submission form will expire after a period of 15 months from the date of the later signature.
- Author divisions will maintain documentation on contributions by external organizations to data validation.

Advance releases for information purposes

Advance releases for information apply to collaborative programs (including cost-recovery programs and administrative data files).

Collaborative programs

For cost-recovery programs:

- Particular attention should be given to Sections 3 and 5 of the submission form to specify the nature of the program funding and the reason for the advance release.

- Official release of new datasets, as well as analytical products and information products based on new datasets, will take place in as timely a fashion as possible and will not be delayed by such organizational partnerships.
- Upon their finalization, and before official release, datasets, as well as analytical products and information products based on new datasets, (including *Daily* text) may be shared with appropriate partners in an authorized collaborative program using an advance release for information purposes.
- Public-use microdata files from unreleased datasets may be shared with appropriate partners in an authorized collaborative program immediately on their availability, using an advance release for information purposes.
- Microdata files developed under various provisions (such as Sections 11 and 12) of the *Statistics Act* from unreleased datasets may be shared with appropriate partners in an authorized collaborative program immediately upon their availability. However, even if the terms of the data-sharing agreement are respected, because the information is shared **prior** to official release in *The Daily*, an advance release for information purposes has to be completed. The transmission of information must be conducted in accordance with the Directive on the Transmission of Protected Information.

For administrative data files:

- Particular attention should be given to Sections 3 and 5 of the submission form to specify the nature of the program funding and the reason for the advance release.
- Tabulations of aggregated, non-confidential statistics from unreleased final datasets that have been developed from administrative files may be provided in advance of official release to the organization that is the source of the data or to an organization authorized by the source organization. Such tabulations may be provided at any moment after the dataset is finalized. An advance release for information purposes has to be completed.
- Aggregates or microdata files from unreleased datasets, which have been developed from administrative files, may be provided in advance of official release to the organization that is the source of the data, or to an organization authorized by the source organization, immediately upon their availability. An advance release for information purposes has to be completed.

Appendix D: Procedures for a collaborative program through a common governance structure (as designated by the Executive Management Board)

- A Common Governance Structure Recognition Submission form must be prepared for a formal collaborative program that has been designated by the Executive Management Board in a recognized common governance structure with partner organizations.
- When a collaborative program in a common governance structure is recognized and approved, the program, the approval date, and other information are posted on Statistics Canada's Internal Communications Network.

- When a common governance structure exists, and when protected information is shared **before** official release with the partner organization, it is not necessary to complete an Advance Release Submission form if the following conditions are met:
 - The list of data or products shared has been detailed in the common governance structure (in the form or in an appendix).
 - A designated representative of each partner organization that receives the protected information has completed and signed the acknowledgement of confidentiality.
- When a common governance structure exists, and when protected information is shared **before** official release with the partner organization, but the conditions above are not met, an Advance Release Submission form must be completed.
- Although a Common Governance Structure Recognition Submission has no expiry date, the signed Acknowledgements of confidentiality for common governance are valid for a period of 24 months from the date of the recipient's signature. They must be forwarded to the Director General of Communications and Dissemination Branch.

Appendix E: Requirements when providing data before or after official release to a focal point with a Section 11 data-sharing agreement

Appendix E: Requirements when providing data before or after official release to a focal point with a Section 11 data-sharing agreement				
	Legal mechanisms	Sharing under Section 11	Advance release (for purposes of data validation and information)	Access as deemed employees Table 1-Footnote 1
	Access takes place	On focal point's premises or Statistics Canada's premises		On Statistics Canada's premises Table 1-Footnote 2
After official release	Confidential tax data Table 1-Footnote 3	Allowed for the provinces that have a valid tax agreement with Statistics Canada and that meet Statistics Canada security requirements for transmission of sensitive statistical information For more information on tax agreements with the provinces, contact the	N/A	Allowed for the reference periods for which there is a valid deemed employee agreement

		Administrative Data Division.		
	Survey microdata or confidential aggregates (e.g., System of National Accounts input-output tables)	Allowed for the reference periods for which there is a valid Section 11 data-sharing agreement and proper notice to respondents	N/A	
	Administrative data returned to the source organization with no addition of data from other sources	Allowed		Allowed without restrictions
	Administrative data returned to the source organization with addition of data from other sources	Allowed if the confidential data added to the original administrative data could be provided to the statistical agency: <ul style="list-style-type: none"> • for a survey, under a Section 11 data-sharing agreement • for administrative data, with the authorization of the data provider and the Chief Statistician (Order) 		Allowed for the reference periods for which there is a valid deemed employee agreement
	Non-confidential aggregates	No Section 11 agreement needed		No access needed
Before official release	Confidential tax data Table 1- Footnote 3	Allowed for the provinces that have a valid tax agreement with Statistics Canada and that meet Statistics Canada security requirements for transmission of sensitive statistical information For more information on tax agreements with the provinces, contact the	Required	Allowed for the reference periods for which there is a valid deemed employee agreement

		Administrative Data Division.	
	Survey microdata or confidential aggregates	Allowed for the reference periods for which there is a valid Section 11 data-sharing agreement and proper notice to respondents	Required
	Administrative data returned to the source organization with no addition of data from other sources	Allowed	N/A
	Administrative data returned to the source organization with addition of data from other sources	Allowed if the confidential data added to the original administrative data could be provided to the statistical agency: <ul style="list-style-type: none"> • for a survey, under a section 11 data-sharing agreement • for administrative data, with the authorization of the data provider and the Chief Statistician (Order) 	Required
	Non-confidential aggregates	No Section 11 agreement needed	

Footnotes

Footnote 1

Under Section 11, respondents are informed of the agreement but cannot object to the sharing of their information. Focal points can, therefore, obtain the master file, as opposed to the share file, making the deemed-employee option less valuable in most cases.

[Return to footnote 1 referrer table 1 note 1](#)

Footnote 2

Tax data can only be disclosed to provincial and territorial statistical focal points with a valid tax agreement (disclosure agreement) and an order from the Chief Statistician.

[Return to footnote 2 referrer table 1 note 2](#)

Footnote 3

Exception: confidential System of National Accounts data that can be accessed by deemed employees on the premises of focal points and finance ministries, with proper agreement.

[Return to footnote 3 referrer table 1 note 3](#)

Appendix F: Requirements when providing data before or after official release to a third party

Table - Appendix F: Requirements when providing data before or after official release to a third party						
	Legal mechanisms		Sharing under Section 12	Advance release (for purposes of data validation and information)		Access as deemed employees
	Access takes place		On partner's premises			On Statistics Canada's premises
After official release	Confidential tax data ^{Footnote 2}	EITHER	Not allowed	Not allowed	OR ^{Footnote 1}	Allowed for years when there is a valid deemed-employee MOU
	Survey microdata or confidential aggregates (e.g., System of National Accounts input-output tables)		Allowed for years when there is a valid data-sharing memorandum of understanding (MOU) and proper notice to respondents	N/A		
	Administrative data returned to the source organization with no addition of		Allowed			

	data from other sources				
	Administrative data returned to the source organization with addition of data from other sources		Allowed if the confidential data added to the original administrative data could be provided to the third party: <ul style="list-style-type: none"> for a survey, under a section 12 data-sharing agreement for administrative data, with the authorization of the data provider and the Chief Statistician (Order) 		Allowed for the reference periods for which there is a valid deemed employee agreement
	Non-confidential aggregates		No Section 12 agreement needed		No access needed
Before official release	Confidential tax data Footnote 2		Not allowed	Not allowed	Allowed for years when there is a valid deemed-employee MOU
	Administrative data returned to the source organization with no addition of data from other sources		Allowed	N/A	
	Administrative data returned to the source organization with addition		Allowed if the confidential data added to the original admin data could be provided to the third party:	Required	

	of data from other sources		<ul style="list-style-type: none"> • for a survey, under a section 12 data-sharing agreement • for administrative data, with the authorization of the data provider and the Chief Statistician (Order) 			
	Survey microdata or confidential aggregates		Allowed for years when there is a valid data-sharing MOU and proper notice to respondents	Required		
	Non-confidential aggregates		No Section 12 agreement needed			

Footnotes

Footnote 1

It is not possible to have a valid Section 12 data-sharing MOU **and** a valid deemed-employee MOU with the same organization for the same file.

[Return to footnote 1 referrer table 2 note 1](#)

Footnote 2

Without a valid disclosure MOU and an order from the Chief Statistician, tax data cannot be disclosed to partners other than provincial and territorial statistical focal points.

[Return to footnote 2 referrer table 2 note 2](#)