

Department of Chemistry

Memorandum

To: Research Staff of the Department of Chemistry

From: Anna Vandendries-Barr, Administrative Officer

Re: Privacy Act

Date: June 6, 2007

As a result of the Privacy Act, we need ask your permission to include your name in any report on our departmental research activities. As these reports are compiled continuously, we ask that you to sign below together with Appendix D (Form 100) to allow the department and your supervisor to identify yourself and your work in professional reports, NSERC reports, and grant applications.

If you have any concerns please address them with your supervisor.

Please sign this memorandum and the attached NSERC form, and kindly return them to Anna Vandendries-Barr, Administrative Officer for the Department of Chemistry in person to Room 120 ChB.

Thank you.

PRINT Name: _____

Signature: _____ Date: _____



**Appendix D (Form 100)
 Consent to Provide Limited Personal Information About
 Highly Qualified Personnel (HQP) to NSERC**

NSERC applicants are required to describe their contributions to the training or supervision of highly qualified personnel (HQP) by providing certain details about the individuals they have trained or supervised during the six years prior to their current application. HQP information must be entered on the Personal Data Form (Form 100). This information includes the trainee's name, type of HQP training (e.g., undergraduate, master's, technical etc.) and status (completed, in-progress, incomplete), years supervised or co-supervised, title of the project or thesis, and the individual's present position.

Based on the federal *Privacy Act* rules governing the collection of personal information, applicants are asked to obtain consent from the individuals they have supervised before providing personal data about them to NSERC. In seeking this consent, the NSERC applicant must inform these individuals what data will be supplied, and assure them that it will only be used by NSERC for the purpose of assessing the applicant's contribution to HQP training. To reduce seeking consent for multiple applications, applicants will only need to seek consent one time for a six-year period. If the trainee provides consent by e-mail, the response must include confirmation that they have read and agree to the text of the consent form.

When consent cannot be obtained, applicants are asked to not provide names, or other combinations of data, that would identify those supervised. However, they may still provide the type of HQP training and status, years supervised or co-supervised, a general description of the project or thesis, and a general indication of the individual's present position if known.

An example of entering HQP information on Form 100 (with and without consent):

Name	Type of HQP Training and Status	Years Supervised or Co-supervised	Title of Project or Thesis	Present Position
Consent Received from Marie Roy				
Roy, Marie	Undergraduate (Completed)	Supervised 1994 - 1997	Isotope geochemistry in petroleum engineering	V-P (Research), Earth Analytics Inc., Calgary, Alberta
Consent Not Obtained from Marie Roy				
(name withheld)	Undergraduate (Completed)	Supervised 1994 - 1997	Isotope geochemistry	research executive in petroleum industry - western Canada

Consent Form

Name of Trainee	
Applicant Information	
Name	
Department	Postsecondary Institution
<p>I hereby allow the above-named applicant to include limited personal data about me in grant applications submitted for consideration to NSERC for the next six years. This limited data will only include my name, type of HQP training and status, years supervised or co-supervised, title of the project or thesis and, to the best of the applicant's knowledge, my position title and company or organization at the time the application is submitted. I understand that NSERC will protect this data in accordance with the <i>Privacy Act</i>, and that it will only be used in processes that assess the applicant's contributions to the training of highly qualified personnel (HQP), including confidential peer review.</p>	
_____	_____
Trainee's signature	Date
<p>Note: This form must be retained by the applicant and made available to NSERC upon request.</p>	