



PART I

VSA PROJECT # _____

Requester Information

Name: _____ Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

Data Required

a) Data required related to: Birth Death Marriage Change of Name

b) Which year/years do you need? _____ (or _____ from to _____)

c) How often are data required?

Monthly Quarterly Annually One time only

d) Data elements required: _____

Purpose for which data are being requested (describe briefly)

Purpose: _____

Part II

Vital Statistics Data Release Policy

Vital Statistics data containing personal information are only released where clear legislative authority for the release of the data exists in an Act of the British Columbia Legislature and the release of the data does not conflict with the Protection of Privacy Provisions of the FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

Data are only released on the basis of a completed data request, signed by the requester and approved by the Chief Executive Officer of Vital Statistics.

Fees are charged by the Agency on a cost recovery basis. The fee schedule in accordance with Regulations, under Sections 36(4), 37(2), 38(3) or 39(1) of the Act, is as follows:

- a) data extract by standard format; \$200/month, \$300/quarter or \$500/year
- b) specially developed data extract; minimum \$300 (\$1.10 per record over 300 records)
- b) charges for electronic matching process of \$2,000 setup with \$1.10 per matched record

PART III

Agreement

I, _____, representing _____ hereby agree to the following conditions in requesting the release of British Columbia Vital Statistics Agency data containing personal identifiers.

- That the data will be used only by myself or the staff of the above mentioned organization for the purpose for which it was requested;
- That all individuals accessing data provided will have taken an oath of confidentiality;
- That security is established to ensure there is no unauthorized access to the data;
- That the data will be destroyed upon the completion of the project or when the requirements for obtaining the data have been met;
- That subsequent disclosure of information containing personal identifiers requires express authorization by the Chief Executive Officer of Vital Statistics;
- That agreed to fee will be paid upon approval of the release of the data.

Signature

Date

PART IV

Office Use Only

Date received: _____

Legislative Authority for release of data: _____

Approved Not Approved

Chief Executive Officer

Date