



Frequently Asked Questions

Health System Planning Data Requests

1. When do I use the Health System Planning Data Request Form?

Please complete this the Health System Planning Data Request Form and send it to datarequest@cancercare.on.ca if you are seeking:

- Aggregate or record-level CCO data to support health system management and planning; or
- Aggregate or record-level CCO data for a grant application for a research study.

See #2 for definitions of aggregate and record-level data.

2. How are data classified at CCO (i.e. aggregate vs. record-level)?

CCO data is classified according to the following schema:

- Identifiable Record-Level Data: Data that includes elements that directly identify an individual. By definition, identifiable record-level data contains PHI. If you wish to access identifiable record-level data, please use the Research Data Request Form on our website.
- De-identified Record-Level Data: Data that includes elements that may constitute identifying information because there may be reasonably foreseeable circumstances in which the data could be utilized, alone or with other information, to identify an individual (e.g. if linked with publicly available data). Thus, de-identified record-level data may contain PHI.
- Aggregate Data: Summed and/or categorized data that is analyzed and placed in a format that precludes further analysis (for example, in tables or graphs) to prevent the chance of revealing an individual's identity (individual records cannot be reconstructed). Aggregate data does not include PHI.
- Published Data: Data that is made available to the public. Published data does not include PHI.

3. How long will it take to complete my request?

The length of time it takes to complete a data request is dependent upon the complexity of the request. Once your request has been received, it is reviewed for completeness. If all components of the form are complete, CCO data experts review your request for feasibility. This stage may require additional clarification from requestors. If the request is deemed feasible, the team will provide an estimated delivery date.

4. What are the conditions of using data requested through the Health System Planning data request process?

The following Release Letter will accompany the release of the data:

At the request of DATA REQUESTOR (the “Recipient”, “you” or “your”), CCO has agreed to provide you with certain Data (as defined in the Health System Planning Data request form), subject to the terms and conditions set out below. Your acceptance of the Data will confirm your agreement with these terms and conditions.

Permitted Purpose: You, the Recipient, represent to CCO that all of the requested data is necessary for the purpose stated on the Health System Planning Data request form (the “Permitted Purpose”). You agree that you will not use the Data for any other purpose without prior written consent from CCO.

Aggregate: You acknowledge and agree that the Data is aggregate and does not constitute personal health information (“PHI”) as such term is defined in the Personal Health Information Protection Act, 2004 (“PHIPA”).

License to Use: To the extent permitted by law and subject to any third-party intellectual property rights, as applicable, CCO grants you, the Recipient, with a non-exclusive, royalty-free license to copy, modify, publish, translate, adapt, distribute or otherwise use the Data for the Permitted Purpose (the “License”). The License shall continue until terminated: (a) by either party, for any reason, upon the provision of thirty (30) days written notice to the other party; or (b) by CCO, immediately in the event of a breach or suspected breach of a party’s obligations relating to the Data pursuant to this agreement and/or PHIPA.

Retention: Unless the License is otherwise terminated, you, the Recipient will retain the Data for only so long as is reasonably necessary to fulfill the Permitted Purpose. Upon termination of the License or in the event that you, the Recipient, no longer requires the Data to fulfill the Permitted Purpose, you shall immediately discontinue the use of and destroy the Data, together with all copies and reports in which the Data may be integrated.

No Representations or Warranties. You, the Recipient’s, use is at your sole risk of the Recipient. The Data is provided by CCO to you, the Recipient, on an “as is”, “as available” basis.

Acknowledgement. You, the Recipient, agree that any disclosure of the Data will contain an acknowledgement in the following form: “Parts of this material are based on data and information compiled and provided by CIHI. However, the analyses, conclusions, opinions and statements herein are those of the author, and not necessarily those of CCO.” [NTD: Include only if Data includes CCO data. Otherwise Delete.]

Notification. You agree that you will immediately notify CCO’s Legal and Privacy Office (by email at legalandprivacyoffice@cancercare.on.ca or by telephone at 416-217-1816) of a breach or suspected breach of any of the terms and conditions set out in this Agreement and/or PHIPA.

5. Where should I send my questions about the data request process?

Contact the Data Disclosure Team using Datarequest@cancercare.on.ca.