Researchers' Guide

CADRISQ and Remote Access

Québec

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This document is only available in electronic format.

Mai 2024

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1 Data Access Services

The Data Access Services (SAD) promote research by giving researchers access to survey microdata from the Institut de la statistique du Québec (ISQ) and from partner ministries and agencies in a secure environment. The services offered provide various options for using research data that are tailored to researchers' needs.

CADRISQ Access

The ISQ's Research Data Access Centres (CADRISQ) provide on-site access to Research Files that can be used from computer workstations equipped with statistical software. A CADRISQ manager is present on site to respond to researchers' needs.

Intermediate Results

It may sometimes be difficult to bring together all members of a research team on site at a CADRISQ centre for projects based on survey microdata. This is why SAD allows **intermediate results** to be accessed remotely.

Researchers can produce their results on site and then remotely access them with the other authorized researchers on their team.

This option is different from remote access, as it only allows researchers to view results, not to manipulate microdata. It does, however, have the advantage of allowing researchers to access results outside CADRISQ centres without having to apply for a risk of disclosure analysis or compromising the confidentiality of the data.

This option is particularly useful during the data exploration phase. By cross-referencing information, more results tables can be produced without the risk of disclosing confidential information.

Remote Access

Remote access to data for research purposes is a growing concern for researchers and the ISQ. To facilitate data access for researchers who cannot travel to a CADRISQ centre, the ISQ has set up a remote access service. For this purpose, a secure connection platform is made available to researchers to enable remote work.

This platform is similar to the one found at CADRISQ centres and gives access to the data and software included under the access contract. The Research File prepared by the ISQ, named "Remote Access Microdata File (RAMF)", is pre-analyzed and processed to minimize the risk of disclosure.

2 Terms of Operation

CADRISQ Access

This section explains the CADRISQ access environment in more detail.

Access Card

To enter and exit a CADRISQ centre, you need two cards: a magnetic card and a photo ID card. You will receive both upon your first visit.

You must abide by the following rules:

- Wear your ID card so it is clearly visible while inside the CADRISQ centre.
- Use your cards exclusively for your personal CADRISQ access. You must not lend, transfer or alter your cards or borrow anyone else's cards.
- Notify the CADRISQ manager as soon as possible if you lose your cards.
- Hand in your cards to the CADRISQ manager at the end of your contract.

Business Hours

Business hours may vary from one CADRISQ centre to another and access is by appointment. Please visit the Data Access Services website for business hours.

Bookings

Bookings must be made at least 12 hours in advance using the Condeco system, which allows users to book a workspace from their mobile phone or computer (Appendix 4).

If you don't have a Condeco account, please request one at SAD@stat.gouv.qc.ca.

In the event of a cancellation, please modify your booking as soon as possible on the Condeco app.

When you arrive at the CADRISQ centre, please confirm your presence on the Condeco app.

Prohibited Electronic Devices

At CADRISQ centres, there are secure lockers where you can leave your personal belongings. For security and privacy reasons, electronic devices such as **laptops**, **tablets**, **cell phones** and **any other devices** that can take photos or transmit information over the Internet are prohibited inside CADRISQ centres. Please store them in the space provided **before** accessing the workstation.

Cell phones cannot be used in the laboratory. You must exit the laboratory to use your mobile device. If necessary, you can use the Internet-connected workstation available outside the CADRISQ.

We ask that you do not discuss confidential data. Out of courtesy, make short phone calls and speak quietly.

Workstations and Servers

Each workstation is connected to a data server with no external network access such as the Internet or a university network. The use of USB keys or CDROMs is prohibited at the workstations. File transfers must be done with the help of the CADRISQ manager. A backup copy of your directory is made regularly. A working directory is reserved for you. It is very important that you lock your workstation (Windows key + L) when you are away from it temporarily, and that you log out when you are finished. The statistical software provided are those specified in the access contract.

Usernames and Passwords

The first time you go to a CADRISQ centre, you will receive a username to connect to your research project directory. You will also receive a temporary password that must be changed the first time you log in. Your new password must contain at least 12 characters and at least three of the four following types of characters: upper-case letters, lower-case letters, special characters, numbers. Your password will be valid for a period of one year. You are responsible for your files and password protection.

This username and password will only give you access to the research projects associated with them. If you have several ongoing research projects, you will have a specific login for each one. You can view only one project at a time. If you forget your password, ask the CADRISQ manager to reset it for you.

Reading and Writing Rights

In your work area, you have access to different directories, which are described in the table below. There are specific rights related to each one of them. Some directories are read-only, which means you can view them but not edit items, whereas read-and-write access allows you to edit the content. You will also have access to the software specified in your access request. To use software such as R, SAS, SPSS or STATA, you must follow the licensing procedure outlined in Appendix 1.

Directory name	Contents	Rights granted
Q:\Survey acronym	Folder containing the survey data and documentation made available to the researcher.	Read
K:\Fonctions	Folder containing the rounding syntax for administrative data.	Read
R:\Docs Données Admin	Folder containing documentation on the administrative data relevant to the project.	Read
U:\Project#\BD	Folder containing documentation reserved for the researcher's specific project.	Read
U:\Project#\Transit	Transitional folder for CADRISQ environment files.	Read
U:\Project#\Transit\Archives\Divulgation\Account#	Archival folder for each user's results output requests.	Read
U:\Project#\Transit\Archives\Intermediaire\Account#	Archival folder for each user's intermediate results requests.	Read
U:\Project#\Transit\Depot\Intermediaire\Account#	Folder where the CADRISQ manager puts documents from intermediate results access so that the authorized researchers can access them at the CADRISQ.	Read
U:\Project#\Transit\Depot\Autre\Account#	Folder where the CADRISQ manager puts documents from remote access (if available) or from external sources so that the authorized researchers can access them at the CADRISQ.	Read
U:\Project#\Transit\Sortir\Divulgation\Account#	Folder where the authorized researchers put files to be analyzed for results output requests.	Read, write, edit, delete
U:\Project#\Transit\Sortir\Distance\Account#	Folder where the authorized researchers put files to be transferred for remote access (if available).	Read, write, edit, delete
U:\Project#\Transit\Sortir\Intermediaire\Account#	Folder where the authorized researchers put files to be transferred for intermediate results access.	Read, write, edit, delete
U:\Project#\Travail	General work folder for new and edited files.	Read
U:\Project#\Travail\Commun	Common folder for authorized research team members to share project files.	Read, write, edit, delete
U:\Project#\Travail\Commun\BD_ISQ	File where the research files produced by the ISQ are saved.	Read, write, edit, delete
U:\Project#\Travail\Account#	Authorized researcher's personal folder where they can save their documents	Read (main researcher), write, edit, delete
Documents	Personal folder for the authorized researcher's session.	Read, write, edit, delete

Intermediate Results

As previously mentioned, the intermediate results option makes it possible to remotely access the results produced at the CADRISQ in a secure computer environment. This section describes how to use the platform for accessing intermediate results.

Advantages of accessing intermediate results:

- Easier access to results for the entire research team
- Fewer trips to CADRISQ centres
- Lesser risk of residual disclosure
- Larger number of results tables
- Faster processing

General Operation

The researcher produces the research results at the CADRISQ centre and places the documents they wish to consult remotely in the directory provided for that purpose. The researcher then submits an intermediate results request to the SAD Help Desk (Appendix 2), making sure the documents requested comply with the rules. If the request satisfies the conditions, the CADRISQ manager transfers the documents to a directory where the researcher and all authorized team members can access them. The results must be in a document format compatible with the Microsoft Office suite, since statistical analysis software will not be accessible.

If the researcher wishes to return the annotated files to their CADRISQ account, they must put the files in the directory provided for that purpose and submit another file transfer request to the SAD Help Desk.

If the researcher wishes to take results out of the secure environment (for dissemination), they must ensure that these results comply with confidentiality rules. They must submit a disclosure request to the SAD Help Desk and put the files in the appropriate directory. The CADRISQ manager will perform the risk assessment.

Specific Rules

Only the persons authorized for the project in question can access the intermediate results in the remote environment. Results made available in this environment **cannot be printed or copied in any way**. Please note that access to these results is only permitted for validation purposes with authorized team members for a 30-day period. Access can be extended by submitting a request to the SAD Help Desk.

In addition, upon authorization by the ISQ, intermediate results may be viewed remotely (ISQ Teams) by prior request to the SAD Help Desk. This only applies to intermediate results.

IMPORTANT!

As indicated in Appendix D and E of the access contract, no application capable of reproducing the signals or images of the data viewed on the workstation (Microsoft Teams, Zoom, etc.) is authorized, unless a request has previously been submitted to the ISQ and an application has been provided for that purpose by the ISQ. Once the files have been put in the directory, the researcher must ensure to update the date, as the system will automatically delete files older than 30 days.

Reading and Writing Rights

In your work area, you will have access to the directories described in the table below. There are specific rights related to each one of them. Some directories are read-only, which means you can view them but not edit items, whereas read-and-write access allows you to edit the content.

Directory name	Contents	Rights granted
U:\Project#\Transit\Depot\CADRISQ	Folder where the CADRISQ manager puts documents from CADRISQ so that the authorized researchers can access them in their intermediate results. **The results deposited in the folder will be deleted after 30 days. It is possible to request an extension of access to intermediate results.**	Read
U:\Project#\Transit\Sortir\CADRISQ\Account#	Folder where the authorized researchers put annotated files in their CADRISQ user account.	Read, write, edit, delete
U:\Project#\Transit\Sortir\Divulgation\Account#	Folder where the authorized researchers put files to be analyzed for risk of disclosure. **Files must comply with the results verification procedures in effect. A request for verification must therefore be submitted to the SAD Help Desk, the same as at CADRISQ centres.**	Read, write, edit, delete

Authorized Intermediate Results

This section provides the list of results that can be consulted remotely.

Type of results	Authorized	Notes
Programs and syntax	Yes	Programs or syntax must not contain information about specific individuals. For example: if nam = "XXXY[1]8040110" then do; ...; end;
Frequency tables	Yes	The tables produced must not have too many cells that contain small frequencies.
Means, ratios, proportions, totals, and order statistics	Yes	
Models and the results of these models	Yes	**Graphs** Graphs such as scatter plots, survival curves, residual plots or box plots may be made available remotely, but only after the usual risk of disclosure check has been performed by the CADRISQ manager due to the higher risk related to this type of output. Once these checks have been made, a treatment may be applied to the graph to reduce the risk of disclosure, for example, removal of scales or masking of isolated or extreme data. The original (or unprocessed) graph may not be available remotely. **Sequence Analysis** The "indexplot" sequence analysis graph may be made available remotely after a review of the nature of the information it contains. The "carpet" of sequence analysis will likely not be available remotely if the risk of disclosure is too high.

1. The CADRISQ manager may have to deny access to certain results, especially if the tables are produced from an identifiable subpopulation that would be considered very small or highly visible, or if the tables produced have too many cells that contain small frequencies.

Remote Access

This section outlines in more detail the conditions for remotely accessing research data. The conditions for **remote access** are the same as those for **intermediate results access**. For technical information, please refer to Appendix 3, which gives the step-by-step procedure for accessing the remote work environment.

Remote access services work on Windows and Mac and require the installation of the Citrix Workspace application and the use of a SecurID token. The application provides a connection to a work session on a virtual desktop in a secure area of the ISQ's computer environment.

Virtual desktop

- The virtual desktop does not allow the use of Internet, CD-ROMs, or USB keys.

- Printouts and screenshots are prohibited.

- A backup copy of your directory is made regularly.

- You are responsible for your files and password protection.

- You must lock your workstation (Windows key + L) whenever you leave, and log off or disconnect when you are finished.

- A security watermark containing user information is visible at all times when you log into the remote access environment to ensure information confidentiality.

Maintenance

Routine maintenance is done every last Thursday of each month between 6 p.m. and 7:30 a.m. the next morning. Exceptional maintenance may at times be required. In such cases, you will be notified by e-mail. During maintenance, remote access is not available.

First Login

The first time you log in, a virtual token and the **Citrix Workspace** client must be installed. Please refer to Appendix 3 and have the following information on hand:

- A URL link for the installation of the virtual token on your cell phone (Android or iPhone). If you don't have a cell phone, please contact the analyst responsible for your file to discuss alternatives.

- The password for the installation of the token.

Your username and temporary "project" password will be provided to you during the orientation session. You will need to create a new password the first time you log in. Your new password must contain at least 12 characters and at least three of the four following types of characters: upper-case letters, lower-case letters, special characters, numbers. Your new "project" password will be valid for a period of one year.

Subsequent Logins

For subsequent logins, you must use your username, your updated "project" password, as well as your PIN followed by your token code.

IMPORTANT!

As indicated in Appendix D and E of the access contract, no application capable of reproducing the signals or images of the data viewed on the workstation (Microsoft Teams, Zoom, etc.) is authorized for remote access.

Reading and Writing Rights

In your work area, you have access to many directories which are described in the table below. There are specific rights related to each one of them. Some directories are read-only, which means you can view them but not edit items, whereas read-and-write access allows you to edit the content.

You will also have access to the software specified in your access request. To use software such as R, SAS or SPSS, you must follow the licensing procedure outlined in Appendix 1.

Directory name	Contents	Rights granted
Q:\Survey acronym	Folder containing the survey data and documentation made available to the researcher.	Read
K:\Fonctions	Folder containing the rounding syntax for administrative data.	Read
R:\Docs Données Admin	Folder containing documentation on the administrative data relevant to the project.	Read
U:\Project#\BD	Folder containing the documentation made available to the researcher.	Read
U:\Project#\Transit	Transitional folder for files from the remote access environment.	Read
U:\Project#\Transit\Archives\Divulgation\Account#	Archival folder for results output requests.	Read
U:\Project#\Transit\Depot\CADRISQ\Account#	Folder where the CADRISQ manager puts documents from CADRISQ so that they can be accessed remotely by the authorized researchers.	Read
U:\Project#\Transit\Depot\Autre\Account#	Folder where the CADRISQ manager puts documents from external sources.	Read
U:\Project#\Transit\Sortir\Divulgation\Account#	Folder where the authorized researchers put files to be analyzed for results output requests.	Read, write, edit, delete
U:\Project#\Transit\Sortir\CADRISQ\Account#	Folder where the authorized researchers put files to be transferred for access in the CADRISQ.	Read, write, edit, delete
U:\Project#\Travail	General work folder for new and edited files.	Read
U:\Project#\Travail\Commun	Common folder for authorized research team members to share project files.	Read, write, edit, delete
U:\Project#\Travail\Commun\BD_ISQ	Folder where the research files produced by the ISQ are saved.	Read, write, edit, delete
U:\Project#\Travail\Account#	Authorized researcher's personal folder where they can save their documents.	Read (main researcher), write, edit, delete
Documents	Personal folder for the authorized researcher's session.	Read, write, edit, delete

3 | Importing and Exporting Documents

In the CADRISQ access environment or during remote access or intermediate results access, authorized researchers may need to import or export documents to or from the secure environment. This section presents the procedures to follow.

Importing Documents

To import a document into one of the ISQ environments (CADRISQ access, intermediate results access or remote access), you must e-mail it to support_technique_sad@stat. gouv.qc.ca along with your username (e.g., CMMMA001C) and the project number (e.g., 99999C00). The analyst will check the contents and put it in your work environment. It is best to plan these transmissions in advance to avoid delays in your work. The documents will be deposited in the Transit/Depot directory and sorted according to their provenance.

Intermediate Results Deposit Requests

To remotely view results produced at a CADRISQ, you must:

1. Request access to this option.

2. Check that the results are authorized (see Authorized Intermediate Results).

3. Copy the requested files in the Transit/Sortir/Inter- médiaire/Account# directory in a folder titled with the deposit date (in YYYYMMDD format).

4. Send an intermediate results request to the SAD Help Desk (see Appendix 2).

Results Output Requests

To export a document out of the secure environment, whether it is one of your programs or a results table, you must follow the results verification procedures in effect:[1]:

1. Check that the documents you want to export comply with confidentiality rules (see Risk of Disclosure Analysis).

2. Put the files you want to export in the *Transit/Sortir/ Divulgation/Account#* directory in a folder titled with the deposit date (in YYYYMMDD format).

3. Send a disclosure request to the SAD Help Desk (see Appendix 2).

Reminder: Using the intermediate results access option is highly recommended, as it reduces the number of result outputs for dissemination.[2]

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1. These rules are subject to change. When any changes are made, the user guides are updated, and users are notified as soon as the new guides are available.

2. These outputs increase the risk of disclosure, particularly residual disclosure (especially cross-tabulations and frequencies) and could limit future outputs.

4 Obligations of Authorized Researchers

Instructions and Guidelines

As stated in the access contract, the following security and confidentiality rules must be followed at all times in the CADRISQ access, intermediate results access or remote access environments, under penalty of sanctions.

The main researcher and the organization they are attached to undertake to:

- Provide a list of the individuals who will be accessing the Research File and promptly notify the ISQ of any changes to this list.

- Sign the confidentiality agreement or have the individuals accessing the Research File sign it.

The main researcher and their research team members accessing the data undertake to:

- Have all results checked by the ISQ representative before transporting them by any means outside the CADRISQ and provide the representative with the necessary information for this purpose (see Risk of Disclosure Analysis).

- Comply with the obligations stipulated in the contract for its duration and thereafter for any obligations that have an impact beyond this duration, particularly confidentiality-related clauses.

- Follow all instructions and guidelines that are given by the ISQ representative for using the Research File, particularly with regard to physical security, computer security, and confidentiality.

- Only use the Research File for the intended project and never use it for administrative or commercial purposes.

- Make no attempt to:
  - Identify individuals.
  - Copy the Research File to any medium or transport it outside the ISQ's secure environment by any means.
  - Copy or transport any file other than the Research File or access any other file.

- Never give anyone working on the same premises access to your assigned user account or any derivative files you produce (including handwritten notes).

- Never disseminate any results that could directly or indirectly link information to an individual or any other identifiable unit, such as a business, health care facility, school, etc.

Applicable Sanctions

In the event of a breach of contractual obligations, the following sanctions may be applied:

- Withdrawal of access to the Research File and refusal by the ISQ to enter into any other contract of the same nature.

- The institution of proceedings under the penal provisions of sections 41, 42 and 42.1 of the *Act respecting the Institut de la statistique du Québec* or similar provisions of the *Act respecting Access to documents held by public bodies and the Protection of personal information* (CQLR, chapter A-2.1) or any other act that may be invoked.

Material Property and Copyright

The results derived from the use of the Research File for the purposes of the project become the material property of the contract signatory.

The ISQ grants you a non-exclusive, non-transferable, revocable licence that allows you to use and edit, in whole or in part, the Research File for the purposes of the intended project as the law permits. In exchange, you must:

- Use the following citation in your references for all reproduced or distributed tables, graphs, or any other products based on the Research File, including administrative data about Québec ministries and agencies:

  - "Compilation based on data from © Gouvernement du Québec (year of publication of Research File)".

- For reference to a survey file only, use: "© Gouvernement du Québec, Institut de la statistique du Québec, year of survey".

- Specify that the Gouvernement du Québec is not responsible for the compilations or interpretations of the results produced based on the Research File.

- Inform the ISQ of any publications and presentations resulting from the use of the Research File.

5 Risk of Disclosure Analysis

In accordance with its mission, the ISQ must ensure that the statistical information in its data files is used to its full potential. The CADRISQ plays a key role in reaching this goal. Under the *Act respecting the Institut de la statistique du Québec*, however, no person whose services are retained by the Chief Statistician may disclose or cause to be disclosed, by any means, information collected under this Act if such disclosure would make it possible to link the information to a specific person, business, organization, or association. The ISQ has adopted confidentiality rules to reduce the risk of disclosure of confidential information when disseminating results.

For individual and household surveys as well as administrative data, and for both CADRISQ and remote access, authorized researchers must follow the procedures in effect to have the dissemination of their research results approved by an ISQ analyst.

The risk of disclosure of each figure or table intended to be disseminated must be analyzed, as well as that of the syntax files, text documents and any other documents to avoid any confidential data being leaked.

This section presents the types of disclosure risks and the different concepts associated with disclosure control rules. This verification is done through nine themes.[1]

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1. These themes are taken from the *Policy on the confidentiality of data tables intended for release – Procedure for data tables produced at CADRISQ from an unmasked individual and household survey microdata file* released in September 2021 by the ISQ.

Definitions and Disclosure Examples

Disclosure of confidential information means that the data released can be linked to specific respondents (e.g., individuals, households, organizations, businesses).

Research results may present a risk of disclosure. In the following tables, you will find four types of disclosure, other concepts, and a few examples.

Types of disclosure[1]
1. Identity disclosure

Identity disclosure involves identifying an individual based on the data released.

Identification or self-identification can lead to the discovery of a rarity or uniqueness in the population. The discovered feature would reveal previously unknown information about an individual.

2. Attribute disclosure

Attribute disclosure occurs when confidential information is revealed and can be attributed to an individual. For this to occur, a specific individual does not have to be identified nor a specific value revealed. For example, disseminating a narrow salary range for a specific occupation in a particular region may constitute disclosure.

Individual attribute: Deducing new information about a person using released data. We see this specific type of disclosure when many tables are disseminated from a single data set.

Group attribute: Deducing new information on an identifiable group of individuals or knowing that the group does not have a specific attribute.

3. Residual disclosure

Residual disclosure occurs when released information can be combined to obtain confidential data.

All data being released must therefore be reviewed. Even when a table alone does not reveal confidential information, disclosure may occur if it is combined with information from other sources, including external sources (for example, data deleted from a table can be derived from another table).

Deducing new information by extracting residual information from several overlapping tables: this type of disclosure happens in particular when comparisons between two or more tables result in small residual cells (0, 1 or 2). For example:

- Regional overlap (e.g., Region A table – 2000 definition and Region A table – 1991 definition).

- Linkage overlap between two or more tables (e.g., employment status table and region A residents table).

- Cross-tabulation of subpopulation tables (e.g., age category "<25 years" and two categories "<20 years" and "20–24 years").

4. Risk of disclosure perception

The public may have a different understanding of risk control and their perception may be influenced by what they see in the tables. Managing perceptions is important to maintain the credibility of the ISQ and of government ministries and agencies. Even the **appearance of disclosure** can tarnish an institution's reputation regarding confidentiality.

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1. These concepts are inspired by the following document from Statistics Canada: STATISTICS CANADA RESEARCH DATA CENTRES (2005), *Guide for Researchers under Agreement with Statistics Canada*, pp. 23–24.

Other concepts

Independent variable: A table is generally created by cross-tabulating a dependent variable (analysis variable or variable of interest) with an independent variable (explanatory or predicated variable). The independent variable influences the dependent variable.

For instance, when psychological distress is analyzed by age, the estimated proportion of individuals with a high level of psychological distress (dependent variable) can be compared between age groups (independent variable).

Identifiable subpopulation: A subpopulation is considered identifiable when an individual or household's membership to that subpopulation is either observable (e.g., physical handicap) or characterized by a specific environment (e.g., Secondary I class, individuals holding a specific job, households with more than seven members). Identifiable subpopulations can vary in size.

The concepts of independent variable and identifiable subpopulation are closely related. In some cases, the modalities of an independent variable may constitute identifiable subpopulations.

Disclosure examples

Some fictional disclosure examples

- A professional hockey player is selected for a survey and the information released about their local community has almost certainly disclosed confidential information about the player. For example, it is easy to know that the player has the highest income in that community (**identity disclosure**).
- The results of a longitudinal survey highlight a household with an unusual migration profile, which leads to their identification (identity disclosure).
- The parents of a 16-year-old selected for a survey see a table showing that all the 16-year-olds in their regional sample have used drugs (**attribute disclosure**).
- A newspaper article reports on a complaint made by a 37-year-old widower about a survey they participated in, and a cross-tabulation shows that only two widowers in their thirties were part of the sample (this eventually leads to **identity or attribute disclosure**).
- When combining several results, it becomes possible to obtain information that was voluntarily excluded from a widely released microdata file because it presented too great of a risk of disclosure (for example, the birthplace of a recent immigrant).

General Rules

You must always comply with the rules listed in the following table for statistical outputs created from administrative or survey data, both in CADRISQ access and remote access. If there is a risk of disclosure, a masking technique must be used to reduce it. For each of the nine themes, a masking technique is recommended. The recommended masking techniques are modality grouping or recalculation using a domain with more units.[2]

Greater vigilance is required when results are produced from longitudinal survey data or cohorts extracted from administrative data, or when the geographic range is small and the number of participants is low, as the risk of disclosure is higher.

Definitions and rules based on the type of data
A. Low-frequency cell
Definition: A low-frequency cell does not contain the minimum number of observations required to avoid the risk of disclosure (5, 10, 15).[1]
Rule: All statistics in a data table must be based on the minimum number of observations required by the data set (unweighted data). In the case of a proportion estimate, there must be the minimum number of observations required by the numerator. This means all the cells in the corresponding unweighted frequency table must contain at least the required minimum number of observations. If this is not the case, a masking technique must be applied (e.g., grouping of problematic modalities). This rule does not apply to empty cells. When empty cells are non-structural, the theme C rule should be applied.
B. Complete cell
Definition: A cell is complete if it contains all observations, i.e., 100% of the sum of a column or row in a table. It can be structural or non-structural.
Rule: The dissemination of a result from a complete cell cannot be done unless it is a structural complete cell. Consider grouping modalities so that there are no non-structural complete cells left in the table.
C. Empty cell
Definition: An empty cell is non-structural if it can technically contain individuals but does not.
This type of cell must not be confused with a structural empty cell, which represents an impossible combination. For example, "being nine years old" and "having three children" are mutually exclusive characteristics. Structural empty cells pose no confidentiality problems.
Rule: The dissemination of a result from an empty cell cannot be done unless it is a structural empty cell. Consider grouping modalities so that there are no non-structural empty cells left in the table.
D. Range and minimum or maximum value
Definition: Some statistics can represent a value associated with specific observations. This is sometimes the case with the distribution range, especially with the minimum and maximum values.
Rule: The range and minimum or maximum value of certain variables such as age, weight, income or household size should not be disseminated. To illustrate the distribution of these values, a statistic such as standard deviation should be used.
E. Individual statistics
Definition: Mean or total of a continuous variable.
Rule: All individual statistics produced must be based on a minimum number of observations[1] (unweighted data). A statistic produced from too few units must be recalculated using a domain with more units.

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2. A responding unit may be an individual or a group of individuals.

F. Ratio statistics

Rule: If one of the ratio's components (numerator or denominator) cannot be released, neither can the ratio. In this case, the ratio must be recalculated using a domain with more units.

G. Order statistics

Definition: Median, percentiles, etc.

Rule: There must be a minimum number of observations[1] above and below these order statistics. If this is not the case, other order statistics must be calculated.

H. Saturated or nearly saturated model

Definition: A model is saturated or nearly saturated if it has a high number of coefficients, i.e., almost as many coefficients as possible covariate value combinations. These models can be obtained through a variance or regression analysis.

Rule: The results provided by a saturated or nearly saturated model should not be disseminated.

I. Scatter plot, survival curve, residual plot, or box plot

Rule: Caution is advised when releasing these types of plots, as they show values that apply to specific respondents. Plots that include extreme outliers should not be disseminated.

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1. This number can vary depending on the data set used. The analyst will inform the researchers of the threshold to be met.

Specific Rules for Administrative Data

For administrative data from government ministries and agencies, specific procedures must be complied with to protect the privacy of individuals in addition to the general rules previously mentioned.

This section outlines the procedure to be followed to have the CADRISQ manager approve the output of research results generated using an administrative data file[3] accessed at a CADRISQ centre or remotely.

When administrative data are matched with survey data, survey confidentiality rules must be applied.

You will find that the rules to follow in this procedure vary depending on the administrative database used. These rules depend on the provenance of these files and the nature of the information they contain. From the start of your project, the CADRISQ manager will make sure you have the appropriate rules for the databases you will be using.

Risk of Disclosure Analysis Procedure

The procedure for analyzing the confidentiality of results can be summarized as follows:

1. Select the results to be disseminated.[4]

2. Verify that the population size[5] associated with the geographic area of dissemination meets the required geographic value associated with the administrative database used. This requirement varies depending on the nature of the information contained in the database.

3. Verify the risk of disclosure with the help of the general confidentiality rules listed previously, which depend on the administrative database used.

4. If there is a risk of disclosure, use a masking technique to lower that risk. The grouping of problematic modalities is the recommended masking technique. Consult the CADRISQ manager as needed for other masking suggestions.[6]

5. Before disseminating the results, random rounding should be applied to these results[7] using the rounding base specific to your project (5, 10, 15). Tools are available to help you apply random rounding.

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3. This file can comprise data from part of or the whole target population. If the administrative data file only includes a random sample of the target population, the file is considered equivalent to a survey. In this case, use the Rules Specific to Research Files Containing Survey Data.

4. Some unmasked results can be accessed remotely for data validation operations. For more information, see the Intermediate Results section of this guide.

5. The population associated with a given geographic area of dissemination includes all the people living in that area, and not only those from the targeted subset of a research project. The size of this population can be estimated from census-based population estimates. The only exception is analyses of workers, in which case the population size should only include those working in the geographic area of dissemination.

6. Dissemination may not always be possible.

7. Only frequency tables need to be rounded. Proportions must be calculated using rounded data (numerator and denominator). Some graphs such as histograms that are based on a frequency table also need to be produced using rounded data. Model or test results do not need to be rounded. Other types of statistics do not need to be rounded either.

Important Notes

- The output of results not meant for dissemination must be limited as much as possible. For all exploratory analyses, it is better to use the **intermediate results access** tool, which allows authorized researchers to remotely view temporary results not meant for dissemination.

- The CADRISQ manager may refuse to release certain tables when they are produced from an identifiable population or subpopulation considered very small or highly visible, or when the number of independent variables is too high, which could violate the ISQ's information protection obligations.

- Extra vigilance is required when a study or analysis is produced over several years because the risk of disclosure is higher when variables from different periods are cross-referenced, for example, tracking an individual's region of residence over time.

- The ISQ is committed to keeping up with changing privacy concerns, research methods, and technology. Therefore, confidentiality rules are subject to change. When the policy or rules are revised, the CADRISQ manager will inform you of any changes related to your data sets.

Geographic Requirement

You must verify that the population size of the geographic area of dissemination for which the results are produced is at least **1,000** individuals.[8] If this is not the case, results must be produced at a geographic level that meets this requirement.

The population associated with a given geographic area of dissemination includes all the people living in that area, and not only those from the targeted subset of a research project. The size of this population can be estimated from census-based population estimates.[9]

The only exception is analyses of workers, in which case the population size should only include those working in the geographic area of dissemination. This distinction is made because the geographical distribution of workers is not the same as that of the general population. If workers can be precisely located within the geographical area of dissemination, then the estimated population size should be based on the research project's targeted workers. The CADRISQ manager can assist you, as needed, in determining the estimated population.

Rounding

Since administrative data do not benefit from the uncertainty of survey sampling and the resulting weighting, values must be rounded. The slight distortion created by rounding the results reduces the risk of disclosure. Many institutions apply this procedure, including Statistics Canada[10], which has been using it for decades with the Census.

Rounding is an effective method used to protect frequency tables while maximizing the usefulness of the results (minimal disturbance), especially when several tables are produced from the same data set. Rounding makes it possible for large amounts of data to be disseminated without overly affecting the results' accuracy, especially when the population being worked on is of a suitable size, which is generally the case when one wants to produce statistically reliable results.

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8. In some situations, the geographic requirement threshold may be higher. This threshold depends on the information found in the administrative database, among other factors.

9. See the Statistics Canada or ISQ website to view the most recent data according to the desired breakdown (by age, sex, geographic distribution, etc.).

10. The US Census Bureau, the Office for National Statistics (United Kingdom), and Stats NZ (New Zealand) also apply this procedure.

The rule is the same for all the databases from ministries and agencies such as RAMQ, MED-ECHO, etc. Generally speaking:[11]

- All frequency tables must be rounded to base 5.[12]

- Proportions and certain graphs must be created from rounded numbers.

There are various methods for rounding values: simple, random, or controlled random rounding.

For the dissemination of frequency tables, Eurostat[13] recommends controlled random rounding. It offers the advantage of providing sum tables and increased protection.

The ISQ offers tools to facilitate the researchers' task. Programs to apply the rounding procedure automatically to results are provided in the secure access environment.

Rules Specific to Research Files Containing Survey Data

For survey data, in addition to meeting the general rules listed above, your tables must abide by the confidentiality rules, some of which are specific to surveys. You must:

1. Produce, in separate and well-identified files, weighted (based on survey weights) and unweighted (raw data products) results for each statistic type created for the same analysis.

2. Produce separate tables for ethnicity-related[14] variables and clearly identify them. These must undergo additional checks due to their sensitive nature.

The CADRISQ manager may have to refuse the dissemination of certain tables if:

- The tables are produced from a survey on ethnicity.

- The tables contain a cross-tabulation variable associated with ethnicity.

- The tables are produced based on an identifiable sub-population deemed very small or very visible.

- The tables are produced from several cross-tabulation variables.

Use of Weights

When the available Research File contains survey data, survey weighting should be used to avoid estimation biases. Even in cases where population estimates (results inferred to the population) are not the primary research interest and even if the researcher is working on a part of the file that includes only administrative data, weighting corrects the bias resulting from the sampling plan. This bias can be due to oversampling or undersampling of population subgroups, nonresponse, or data collection and processing operations. Therefore, only weighted results are authorized to be released from the CADRISQ.

However, dissemination of unweighted results can be authorized under certain circumstances, for example, if you want to describe the sample for a scientific paper or if you are conducting longitudinal or multi-level analyses for which the software does not allow the use of weighting. In such cases, you must provide written justification for outputting unweighted results. Additional rules may apply.

Educational Institutions

To protect the privacy of children, staff and institutions, additional checks need to be completed for surveys in which participants are chosen from an educational institution, such as the *Québec Health Survey of High School Students* (QHSHSS) and the *Québec Survey of Child Development in Kindergarten* (QSCDK). In such cases, the institution-specific confidentiality check must be done. Please consult the *Guide de l'utilisateur – Procédures pour la confidentialité des tableaux d'enquêtes touchant les écoles* found in the survey documentation.

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11. These rules are subject to change. When any changes are made, the user guides are updated, and users are notified as soon as the new guides are available.

12. For certain administrative databases, the rounding base to be applied may be higher. If this is the case, the CADRISQ manager will indicate the specific base to apply.

13. CENEX-projects Handbook (2009).

14. Ethnicity includes language, culture, visible minority status, and Indigenous identity.

Work Environment Access and Licensing

CADRISQ Login

Click on "Connexion ISQ CADRISQ" on the workstation.

A login window will open. To log in, enter your username and password.

The first time you log in, you will be asked to change the temporary password provided beforehand. You will also need to change it after a year when it expires. Your new password must contain:

- At least twelve (12) characters or symbols.
- At least three of the four following types of characters: upper-case letters, lower-case letters, special characters, numbers.

Once the password has been changed, you will need to log in again with the new password.

Once you are logged in, click on "Poste Chercheur" to begin your session.
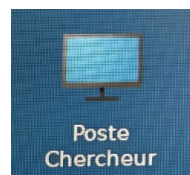
Remote Login

For your first login, please refer to the *Process for Remote Work Environment Access* (Appendix 3).

⚠️ If you do not use your token for a period of six months, it will be automatically deleted by the system, which means that you will lose access to your session.

To log in, you will need your username, your password, as well as your PIN followed by your token code.

First window:

Enter your username and password (they will be given to you on the day of your orientation session).

Second window:

Enter your PIN immediately followed by your token code, which can be found in the SecurID app (PIN setup and your first login will be done on the day of your orientation session).

On a Web Browser

Enter this address in your web browser: https ://acces.stat.gouv.qc.ca. This will open the windows (see above) where you can enter your login information.

https://acces.stat.gouv.qc.ca
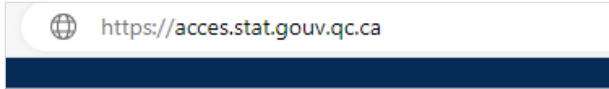
> **NOTE:** Sometimes, the page does not open. If this happens, try again with another browser: Firefox, Chrome, Edge, or Safari.

Once you are done logging in, the following window will open. Click on "Use light version".

citrix | Workspace

Welcome to Citrix Workspace app

For the best experience, use the full set of features bundled with **Citrix Workspace app for Windows**. Click Detect Citrix Workspace app to get started.

Detect Citrix Workspace app

If you do not want to detect/install Citrix Workspace app you can use the light version, with fewer features, in your browser.

Use light version

Once you are logged in, start your session by selecting "Bureaux" at the top of the window, then click on the arrow below the image of the computer screen and click on "Ouvrir".
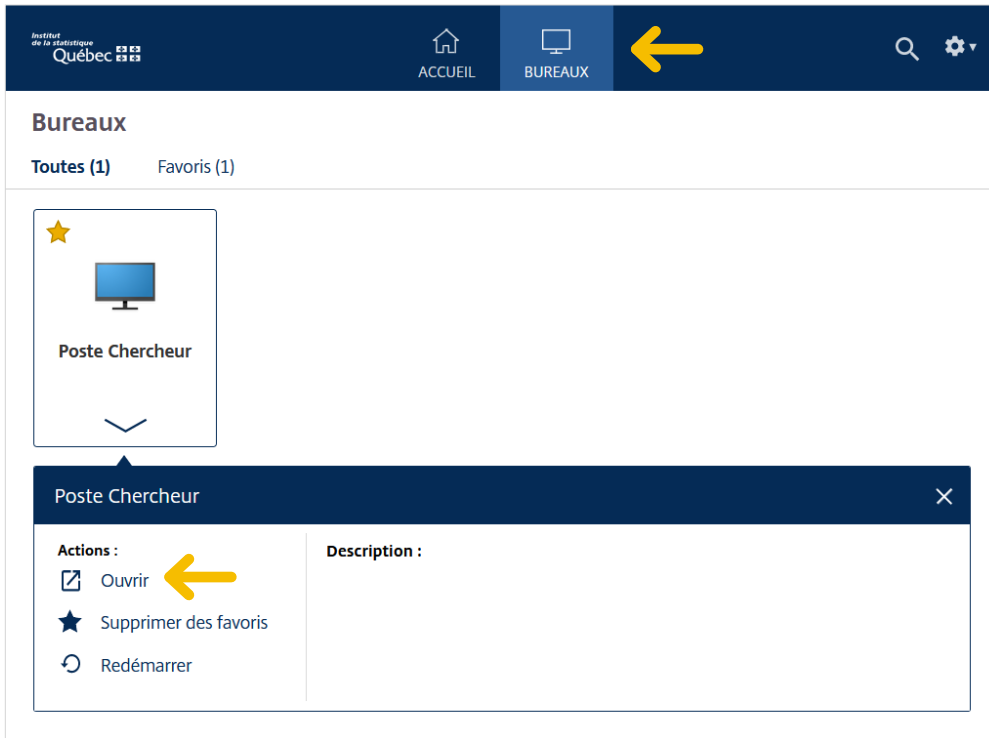
Virtual desktop features

At the top of the virtual desktop window is a tab with several options. The most relevant are described below. **Note:** The display will vary depending on the operating system used (Windows or macOS).

Windows

Mac

- **Accueil**: Reduces the virtual office window in the taskbar.

- **Ctrl+Alt+Suppr**: Allows you to lock the session, log out, or change your password.

- **Plein écran** or **Fenêtre**: Allows you to control the size of the virtual office window.

- **Déconnecter** : Closes the virtual office (other options for closing the virtual office are described further in Appendix 1).
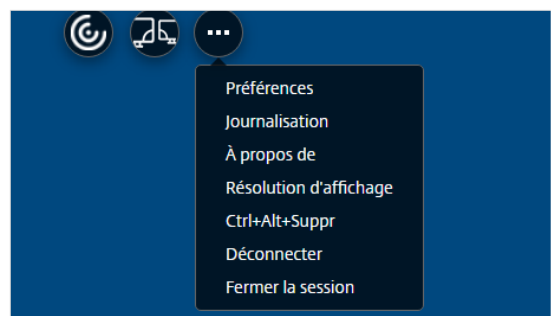
Reminders

Upon logging in, a reminder of the confidentiality agreement will be displayed.
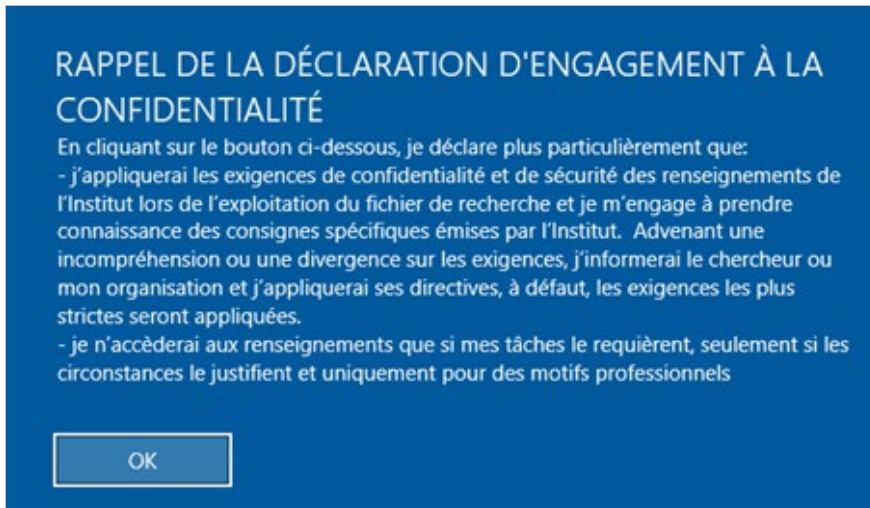
After reading it, click "OK".

Every session is recorded. A reminder message will appear on the screen. Wait a few seconds for the "OK" button to become clickable.
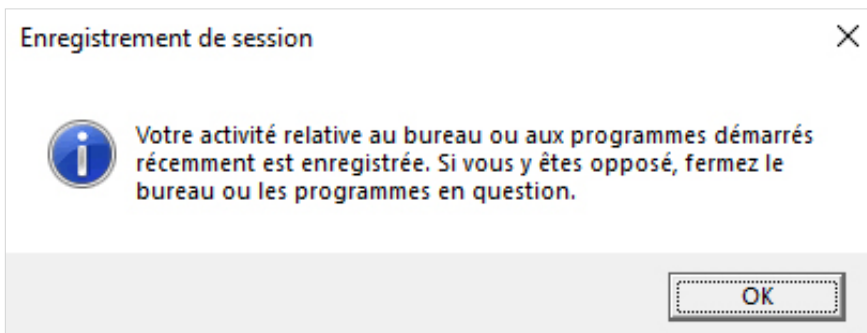
After reading it, click "OK".

Shutdown and Logout

To facilitate shutdown, there is a shutdown icon ("SORTIE") on the desktop. Double-click the icon and the closing options will appear.

There are two closing options:

1. If you shut down (Fermeture de session), the applications in use will also be closed.

2. If you log out (Déconnexion de session), the applications will continue to run for the duration of a session; you will regain your active session when you log back in.
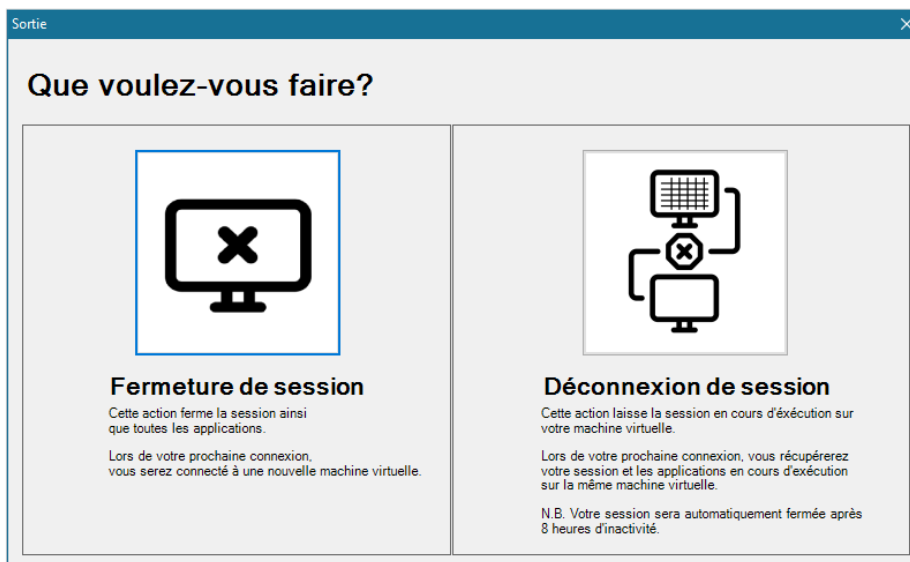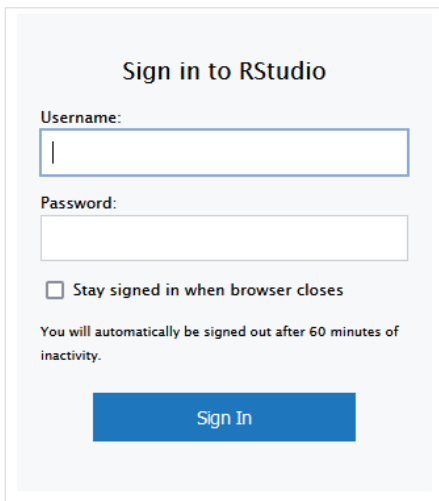
Starting the RStudio Server Application

Go to the "Start" menu and click on the RStudio application:
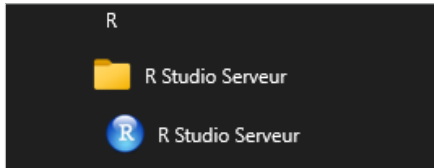
The RStudio Server application requires a second identification. The username and password are the same as the ones used to log into the regular session.

NOTE! To convert a SAS file larger than 3 GB, please open an Octopus ticket.

Accessing the SPSS and Amos Applications

The SPSS and Amos applications require manual licensing. To get such licensing, follow these steps: Start Menu > IBM SPSS Statistics > IBM SPSS Statistics Licence nomade.
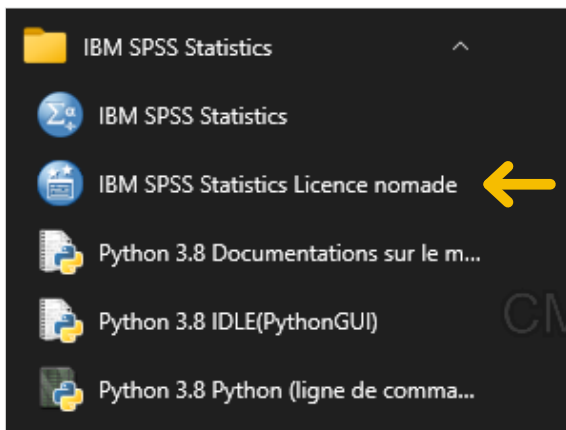
This should start the SPSS and Amos licence management application.

In the utility program, select the licence you need and enter the duration of use you require in the Durée (jours) [*Duration (days)*] field. Once completed, click $$Sortir (*$$Exit*).
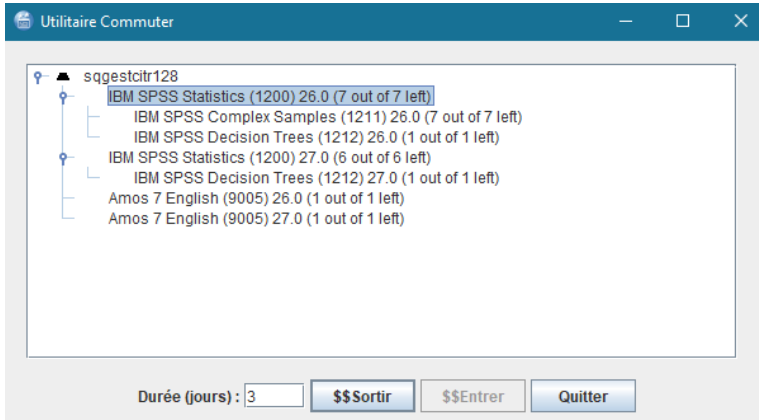
A licence will be assigned to you allowing the software in question to be launched.

To assign yourself a licence, select the desired licence, choose the number of days, and click on "Sortir" ("Exit").

To return a licence, select the desired licence and click on "Entrer" ("Enter").
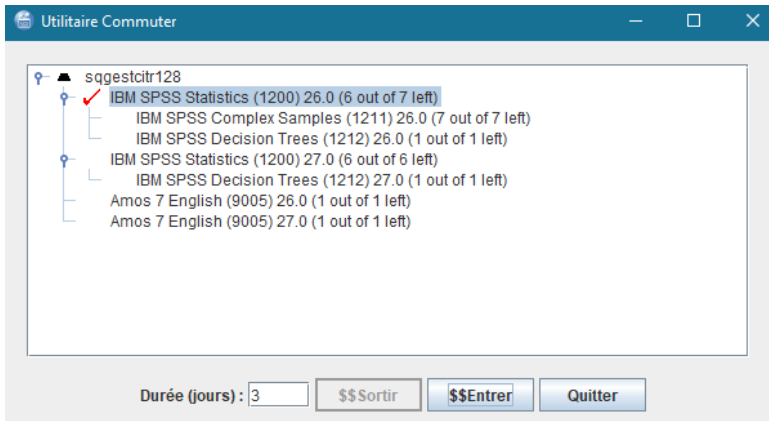
Note: At the end of your work session, we ask that you repeat the licensing process. This time, however, you will need to select $$Entrer ($$Enter) rather than $$Sortir ($$Exit). This will make the licence available to other users.

Changing the Language on SAS Enterprise Guide

By default, the SAS Enterprise Guide software is in French, but the language can be changed to English.
To do so, go to Outils > Options > Démarrage > Langue d'affichage.
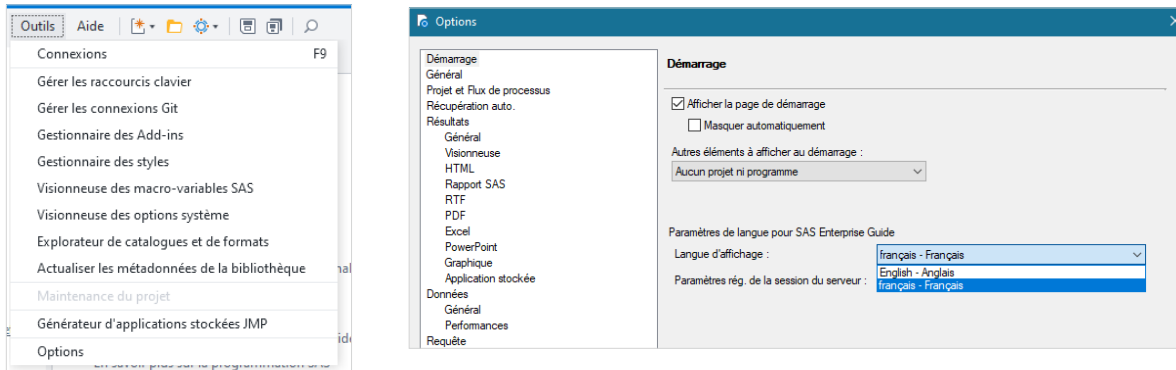
Changing the Maximum Session Time

By default, the maximum time a session can be inactive is **eight hours**. This means that if no one connects to the session, it will automatically close after eight hours and any work in progress will be lost.

If a project requires a longer session, you can ask the SAD Help Desk for the maximum session time to be extended (Appendix 2). This extension will be valid for two weeks and can be renewed by sending in a new request.

Once the change has been confirmed, **you must log out of the session** and log back in to apply the new settings.

Using Antidote Software for Translation

As provided by law, the documentation made available to researchers is in French, even for English-speaking researchers. The Antidote software may be used as a translation assistant.

Access to SAD Help Desk

The ISQ has put in place the SAD Help Desk, which aims to provide computer and technical support services to users of the ISQ's secure research data environments.

The Help Desk is a single window that forwards all new IT support requests to someone who can process them. This method ensures the coordinated and efficient resolution of support requests.

This appendix provides the step-by-step procedure for submitting a support request from within or outside the secure environment. The procedure is the same for **CADRISQ access**, **remote access**, and **intermediate results access**.

Connecting to SAD Help Desk from the Secure Environment

In all ISQ secure environments, there is a link to the SAD Help Desk (Centre d'assistance SAD) in the Start Menu and on the desktop.
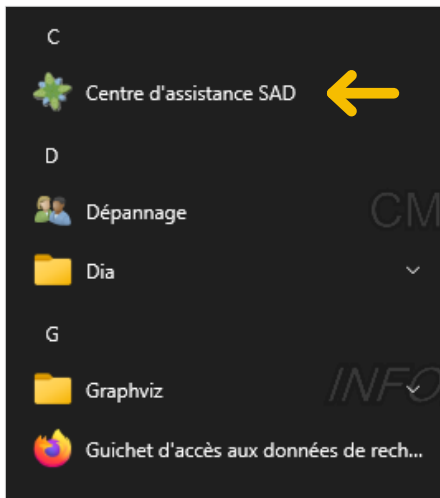
Enter your username and password to open your account.

Requests Sent from Within the Secure Environment

For any new support request, click on "New request".
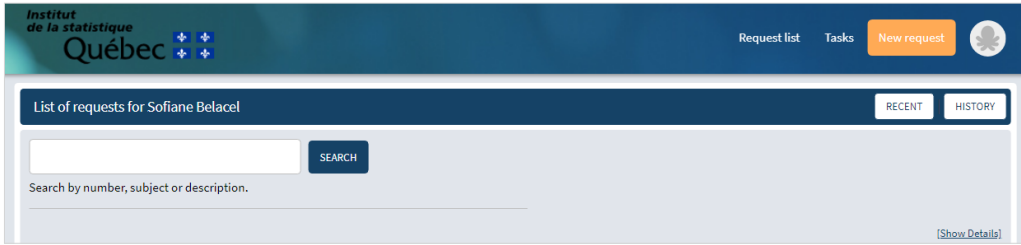
There are two request categories: "I have a request for…" and "I have an issue with…". They will bring you to the different support options.
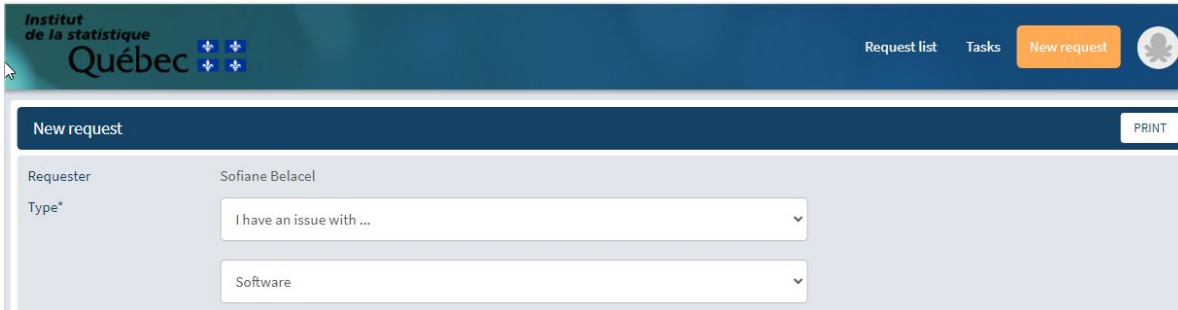
After selecting the type of request, complete the form by providing a precise answer in each field, then click on "Submit".

The SAD Help Desk tool enables you to monitor the progress of your support requests.

The table below lists the different types of requests that can be made from within the environment. Certain requests such as importing external files must be sent by e-mail. The procedure is described in the next section.

Category	Request	Details	Notes
"J'ai besoin de…" ("I have a request for…")	Logiciels (Software)	Installation de paquets (Paquet installation)	For Stata and RStudio
		Installation d'un logiciel externe (External software installation)	This request will have to undergo a needs analysis by an ISQ approver.
		Installation d'un logiciel offert (Available software installation)	Select the required software from the drop-down list.
	Transit de fichiers (File transit)	Demande de divulgation (Output request)	
		Demande de résultats intermédiaires (Intermediate results request)	
		Prolongation de résultats intermédiaires (Intermediate results extension)	
		(Any other file transfer request)	For example, moving a syntax file from the CADRISQ project directory to remote access or between two projects.
		Visionnement des résultats intermédiaires à distance (Remote viewing of intermediate results)	
	Autres demandes de service (Other service request)	Other service request	*Only select this type of request if no other matches your situation.*
		Prolongation de la durée de session (Extended session time)	To request sessions lasting 3 or 7 days. This will apply for 2 weeks.
		Questions sur le fichier de recherche	
"J'ai un problème avec…" ("I have an issue with…")	Logiciel (Software)		
	Perte de fichiers (récupération des sauvegardes) [Lost files (backup recovery)]		
	Autre problème (Other problem)		*Only select this type of request if no other matches your situation.*

Requests Sent from Outside the Environment

For any support request submitted from outside the secure environments, you must send detailed information to the following e-mail address:

support_technique_sad@stat.gouv.qc.ca

To facilitate the processing of your request, the following information must be provided in your e-mail:

- Your username (for example: TREPI001D)
- The project number (for example: 99999C00)
- A description of the request (nature of the need or problem)
- The telephone number where you can be reached

The table below lists the different types of requests that can be sent from outside the environment.

E-mail requests
Input request (importing external files)
Problem with remote access connection
Other service request*
Other problem*

* For any other problem, you should ideally send your request using the SAD Help Desk tool (CADRISQ or remote access).

Process for Remote Work Environment Access

This appendix provides the step-by-step procedure for installing the SecurID virtual token needed to install the Citrix Workspace client and to connect to the ISQ's research infrastructure. The procedure is the same for **remote access** and **intermediate results access**.

Downloading the SecurID app

If your mobile device uses Android as its operating system, you must download the virtual token app from the Play Store or Google Play. If you have an iPhone (iOS), you must get the app from the App Store. You can then create a shortcut on the home screen of your mobile device. The application produces an eight-digit passcode that changes every minute. You will need this passcode to connect to the Citrix Workspace remote environment.

Android

- Click on the Play Store icon on your phone.

- Log in if necessary.

- Type **SecurID** in the **Google Play search bar**.

- You should see the application below in your search results. Select it and click Install.
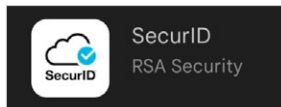
- Once the app is installed, start the application by tapping the icon or by clicking on Open.

- The application will request access to your mobile device. Click on Authorize.
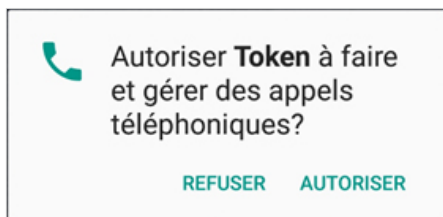
Note: Despite the message displayed, the application does not manage or make any phone calls.

- Read the software licence agreement, then check the box to accept the terms of the agreement and click Continue.
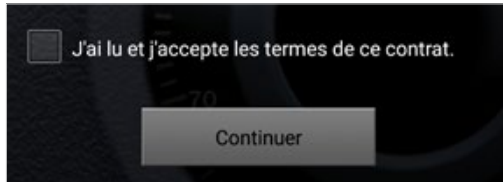
- Then, go to the **Setting Up the SecureID Token** – **Android** section.

iPhone

- Click on the App Store icon on your phone.

- Log in if necessary.

- Select "Search" then type **SecurID** in the search bar.

- In the search results, select the "SecurID" app and install it by clicking on the cloud on the right.
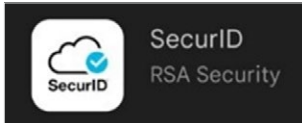
- Log in if necessary.

- Once the app is installed, start the application by tapping the **icon** or by clicking on Open.

- Read the software licence agreement, then click Accept.
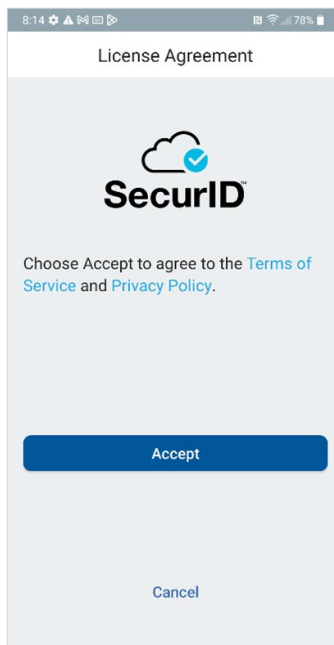
If you wish, you can allow the app to collect usage data.
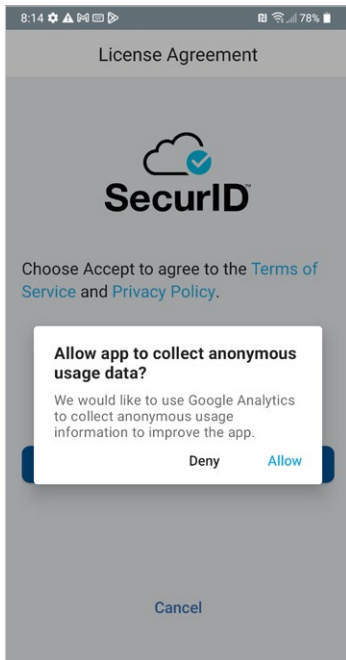
Click on Get started

→
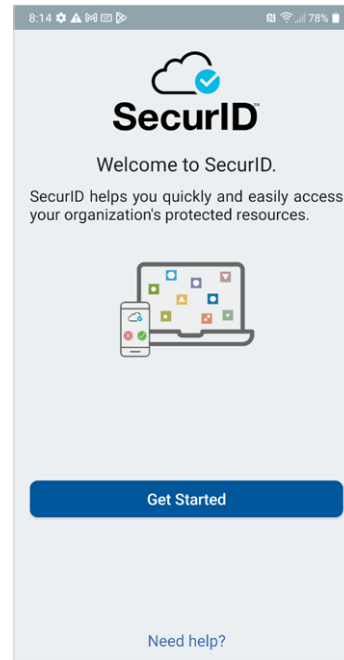
Do not allow the app to access your camera and take pictures.
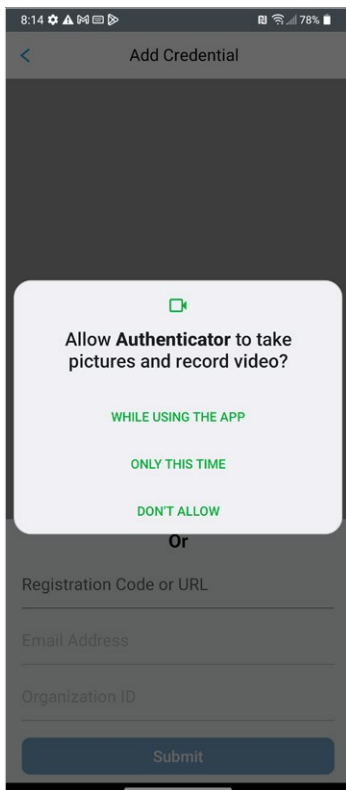
- Then, go to the **Setting Up the SecureID Token – iPhone** section.

Setting Up the SecurID Token

To be able to use the token, you must set it up using the link and token password sent to you by e-mail.

On your cell phone, you can either **click on the URL link** e-mailed to you (the token will then install automatically), or you can **import** the token by following the steps below.

In both cases, you will need to enter the token password that was previously sent to you.

Android

- In the e-mail you received, select and copy the URL link (**or click on it**).

- Open the SecurID app and click on "+".

- In the "Registration Code or URL" field, paste the URL link you previously copied to your clipboard, leave the other fields blank, and click on Submit.

Note: On your mobile device, the token may install automatically if you click on the URL in the e-mail. You will simply have to enter your password.

- Enter the **token password** assigned to you and click on Submit.

- A confirmation message should appear.

Note: You can rename the token by clicking on the three dots to the right of it. This option is helpful to identify your accounts if you have more than one.

- Go to the **Installing the Citrix Workspace Client** section.

iPhone

In the e-mail you received, select and copy the URL link (or **click on it**).
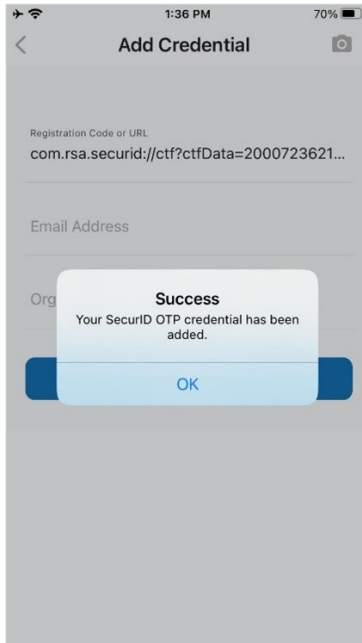
- Open the SecurID app and click on "+".
- Click on Enter Link.

- Paste the URL link you copied to your clipboard and click on Submit.
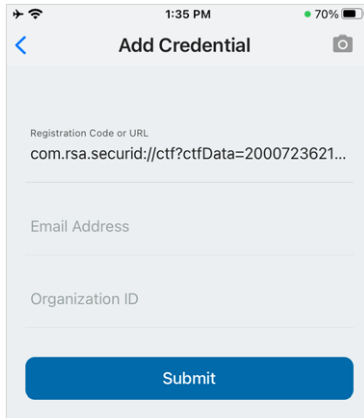
- Enter the **token password** assigned to you and click on OK.
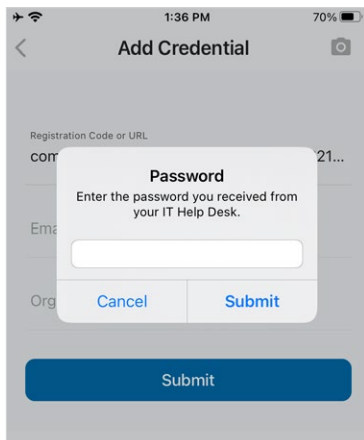
- A confirmation message should appear. You must then click on OK.
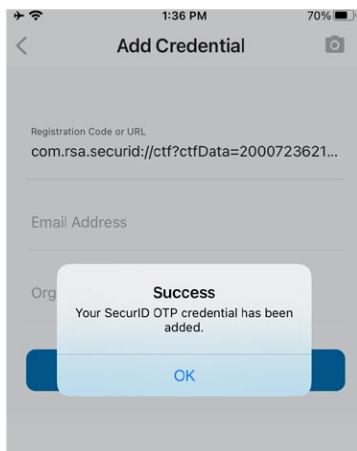
Note: You can rename the token by clicking on the three dots to the right of it. This option is helpful to identify your accounts if you have more than one.

- Go to the **Installing the Citrix Workspace Client** section.

Installing the Citrix Workspace Client

On Windows and MacOs

To use the ISQ's remote environment, the ISQ strongly recommends that you install the **Citrix Workspace** client for Windows and MacOs. The up-to-date application must be downloaded from this URL:

Windows
https://www.citrix.com/downloads/workspace-app/windows/

MacOs
https://www.citrix.com/downloads/workspace-app/mac/

Screenshots are provided for information only as they may differ depending on your operating system and its version.

- After starting the installation program, click on Start.
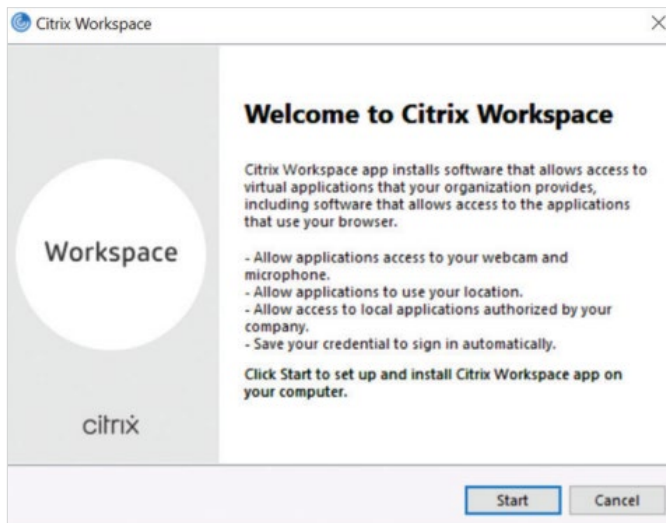
- Read the licence agreement, check "I accept the licence agreement" and click on Next.
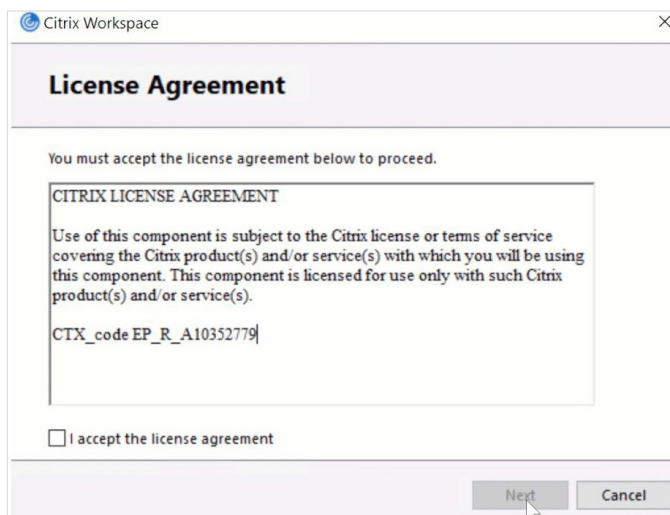
- Do NOT check the box "Enable single sign-on" and click on Next.
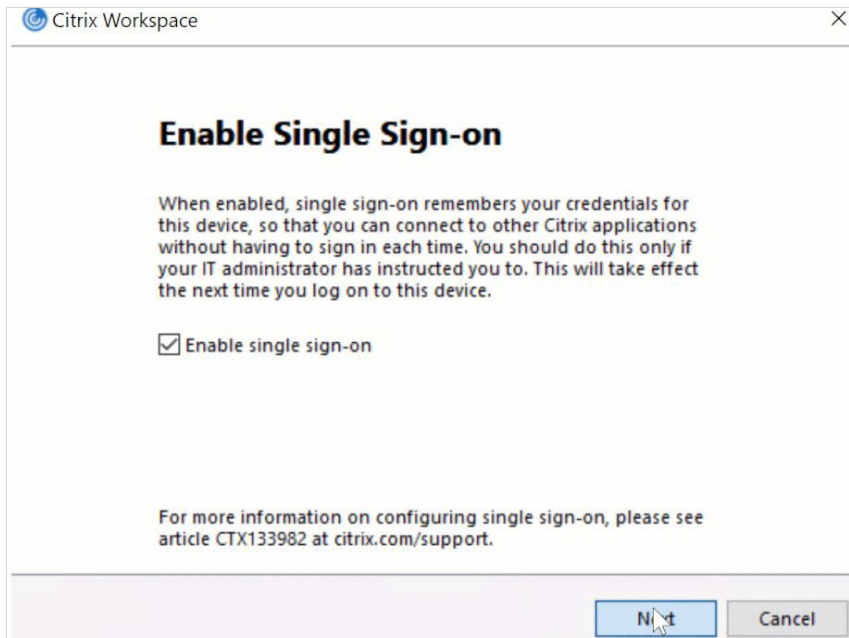
- **Do NOT check** the box "Start App Protection after installation" and click on Install. Wait while the application is installing**.**
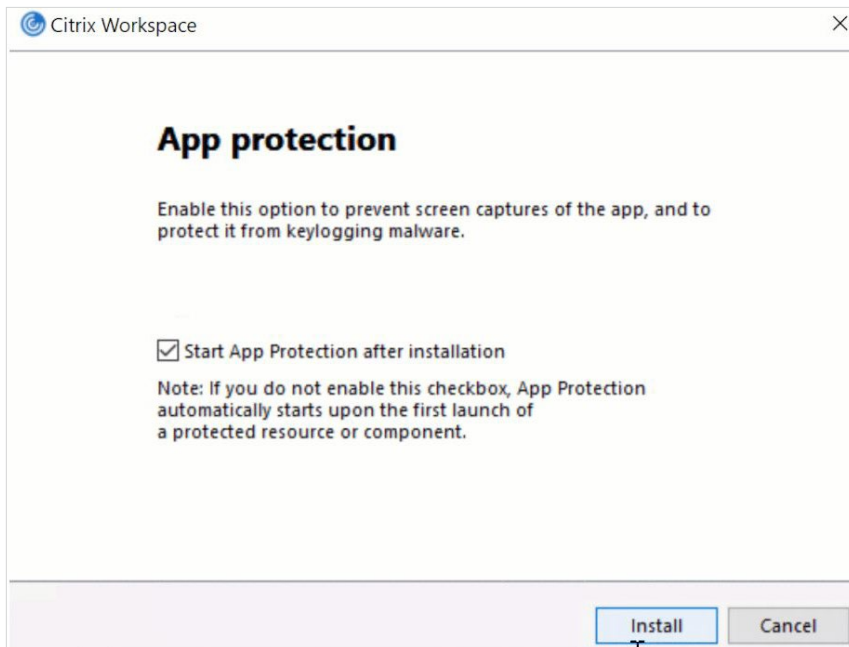
- Once installation is complete, you will need to restart your computer.
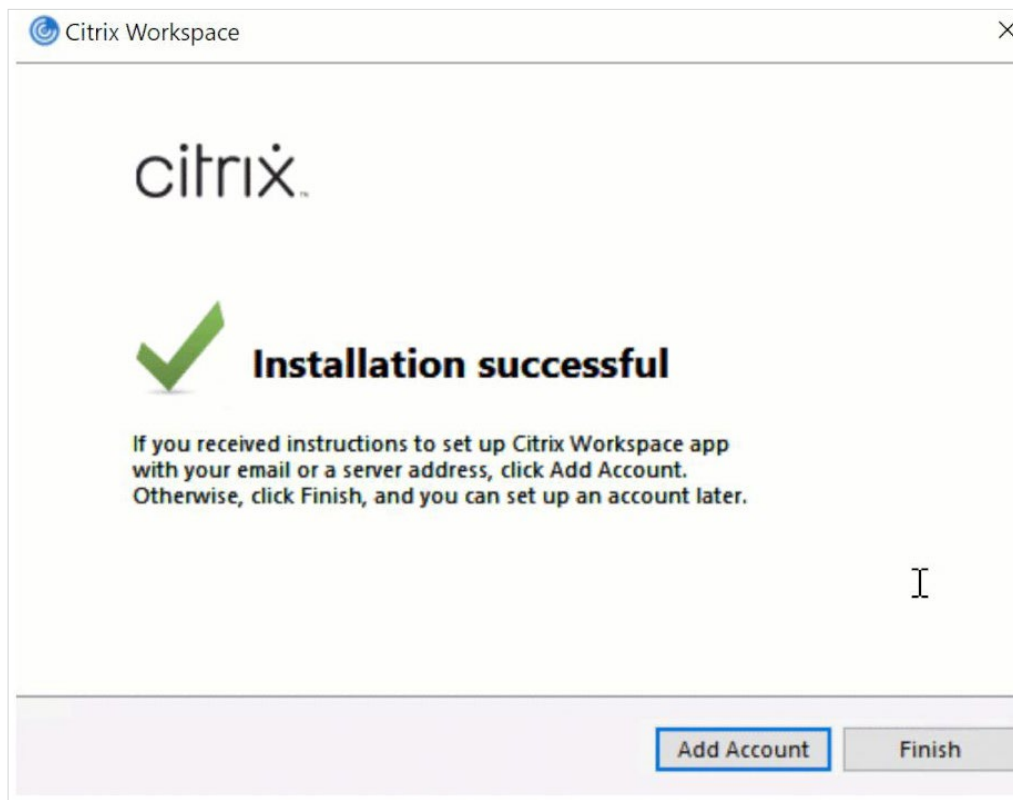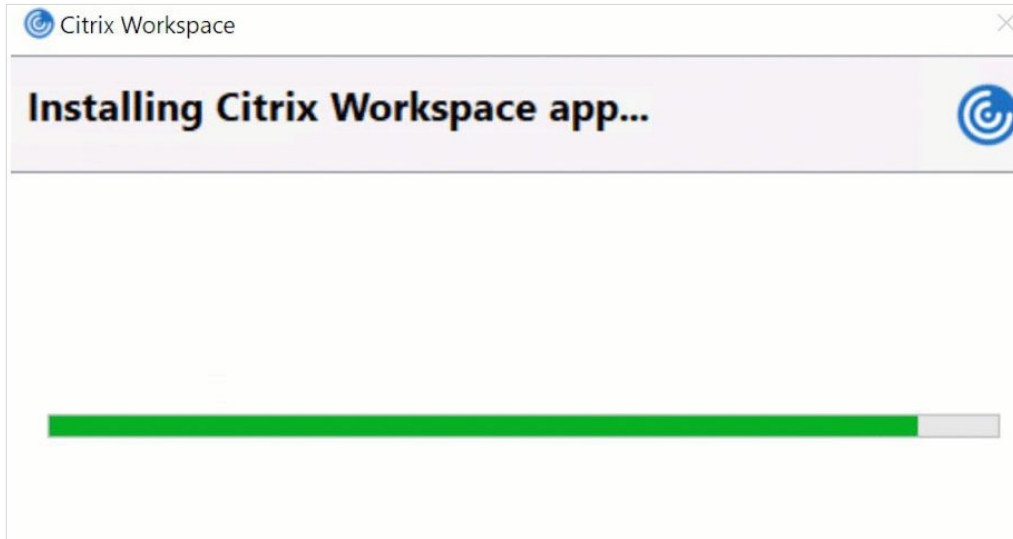
Now that you have installed the token and the Citrix application, you can schedule your orientation session for your first login by sending an e-mail to SAD@stat.gouv.qc.ca.

On a Web Browser

If you are having difficulty with the **Citrix Workspace** client, you can log in directly from a web browser (e.g., Safari, Firefox, Chrome) during your orientation session.

> Now that you have installed the token and the Citrix application, you can schedule your orientation session for your first login by sending an e-mail to SAD@stat.gouv.qc.ca.

Type in the following URL: https://acces.stat.gouv.qc.ca in your browser and enter the login information provided by the instructor. If you are unable to connect from your browser, try with another browser.

Once you are logged in, the following page will appear. Select "Use light version".
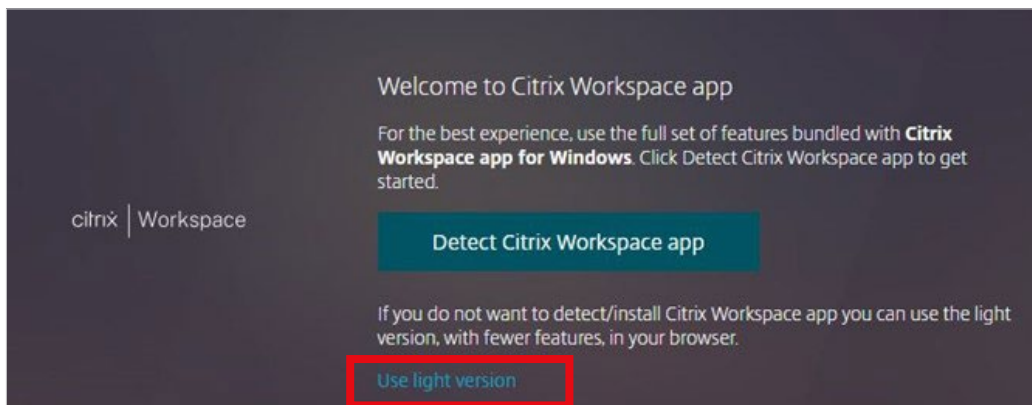
Logging Into Citrix Workspace

Your first time logging in will be during the orientation session. Your username and temporary password will be given to you by the ISQ representative. To facilitate your first login, please think of a PIN and a new password ahead of time. Your password must include:

- At least twelve (12) characters or symbols.

- At least three of the four following types of characters: upper-case letters, lower-case letters, special characters, numbers.

This will help ensure the process goes smoothly since it must be done within a limited timeframe.

First Login on Windows and MacOs

This step must be done during the orientation session with the support of the ISQ representative.

- Click on the Citrix Workspace icon in your program list. A login window will open. In the field, type **acces.stat.gouv.qc.ca** and click on Continue.

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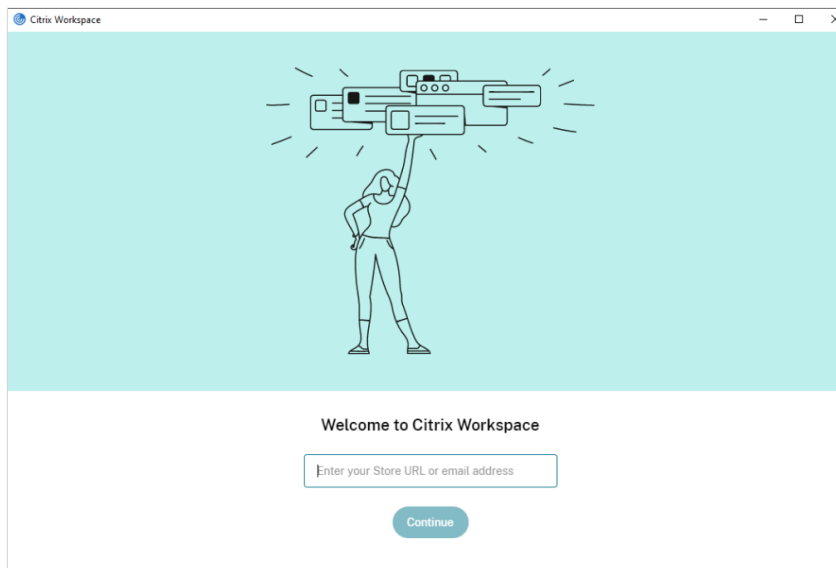
- In the "User name" field, enter the username assigned to you (e.g., **moumi001d**) and in the "Password" field, enter the temporary password given to you on the day of the orientation session.
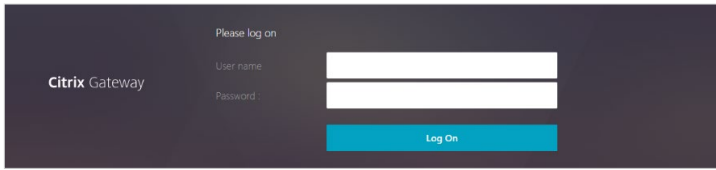
- In the "NIP+Jeton" field, enter the **eight-digit code** displayed on the **SecurID** app on your mobile device. A window will open for you to **set up your PIN**.

Enter a **PIN containing four to eight numbers that you must remember**, as you will need it every time you log in. Re-enter your PIN again to confirm it and click OK.
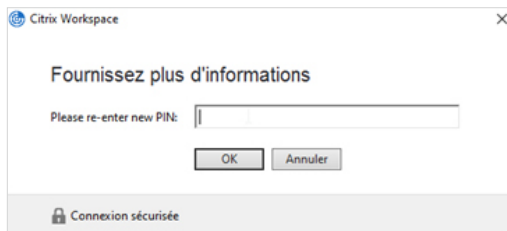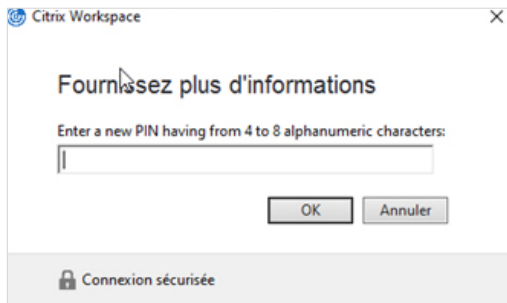
- Finish setting up your Citrix login by typing in the new passcode displayed on the SecurID token app. IMPORTANT: The message on your screen can be misleading. You must type in your **PIN** followed by the **eight digits** from the **SecurID** app.
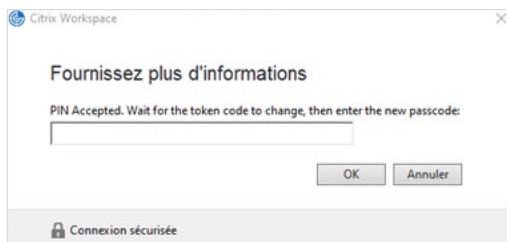
- Once you have logged in, a window will open. Click on "Bureaux", then on the star, then on "Ouvrir".

- Two messages will appear on the screen:

  - The first message will be a reminder of the confidentiality agreement

  - The second message will be about the recording of your session
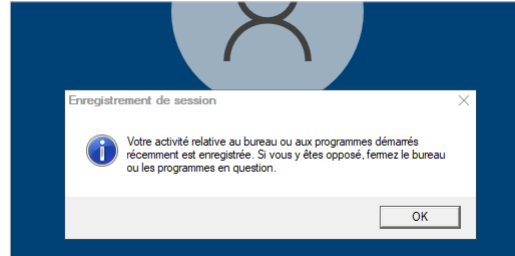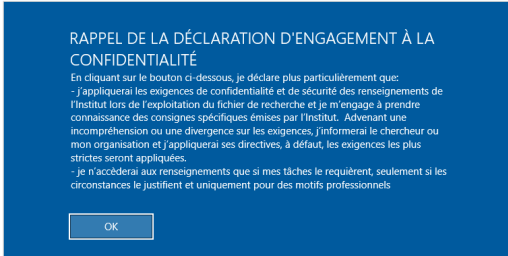
- For security reasons, we recommend that you change your password the first time you log in by following these steps:

  1. Go into the rectangle or half-circle at the top of your Citrix desktop.
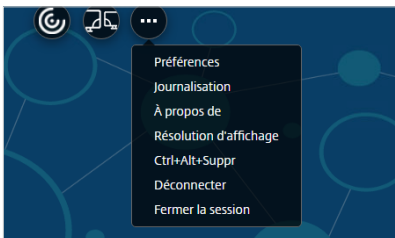
  2. Click on "Ctrl+Alt+Suppr" and click on "Modifier un mot de passe".
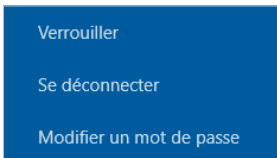
  3. Enter your current password and a new password, which must include:

    - At least twelve (12) characters or symbols; and

    - At least three of the four following types of characters: upper-case letters, lower-case letters, numbers, special characters.
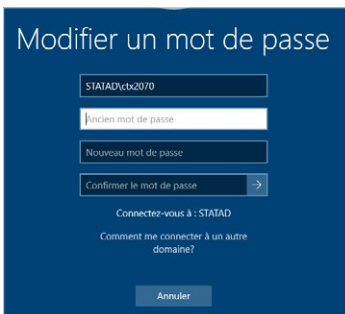
    - Your new password will be valid for a period of one year and will need to be changed after this period.

Booking a CADRISQ Workspace

This document explains how to use the CONDECO tool to book workspaces at CADRISQ centres.

CONDECO System

Condeco enables you to book a workspace from your mobile phone, web browser, or Microsoft Outlook. You can view the CADRISQ floor plan to locate the space that will fit your needs and book it immediately for the desired duration.

The Condeco mobile app is available for both Android and iOS.
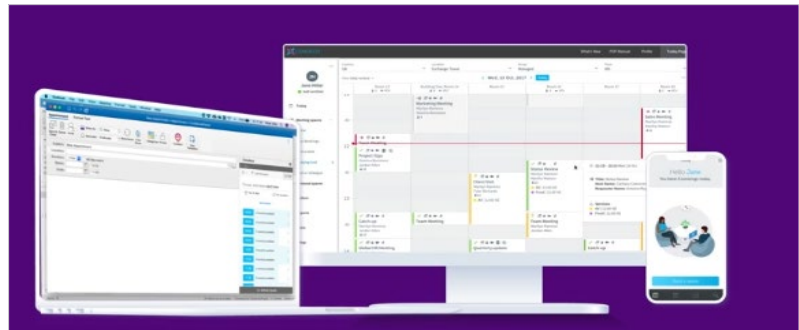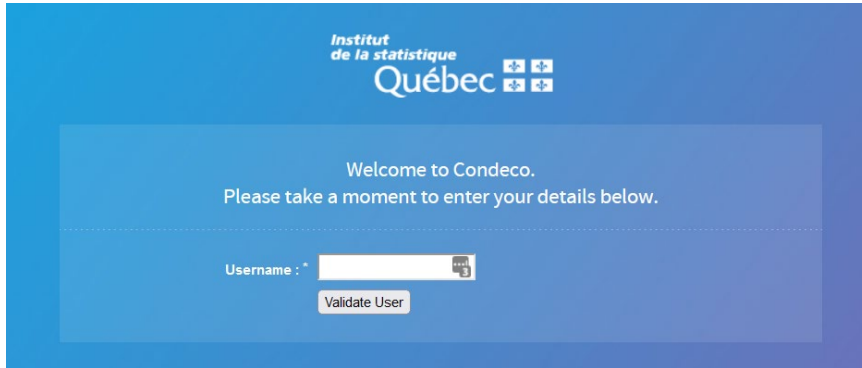
Table of Contents

First Login on a Computer

1. You will receive an e-mail for your first login. Click on the URL.

2. Enter your e-mail address in the "Username" field.

3. You will be asked to create a new password.
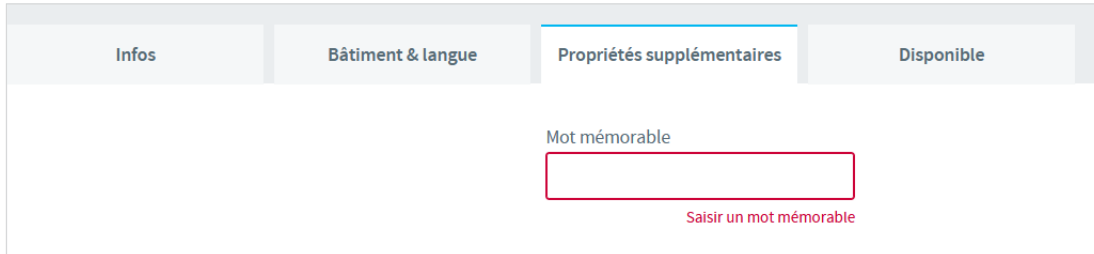
4. Once your password has been created, you will need to log in for the first time.

5. The last step consists in completing your profile (upper right).
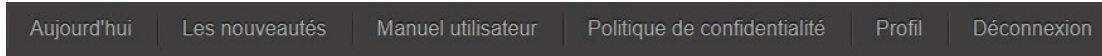
6. Select the "Additional properties" tab and enter a hint (memorable word) for your password. Click Save.

7. In the profile section, you can also select your preferred CADRISQ centre and language (if you change your preferred language, it will become effective the next time you log in).

First Login on a Mobile Phone
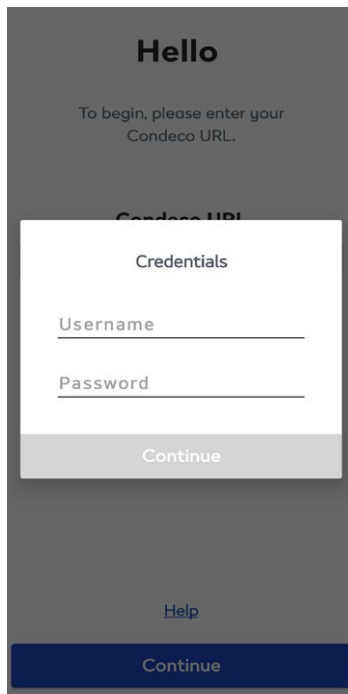
1. On your mobile phone, search for the Condeco app in the Play Store or App Store.
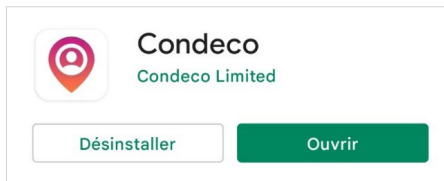
2. The first time you open the Condeco app, you will be asked to enter your Condeco URL:
ISQ.condecosoftware.com. Then, click **Continue**.
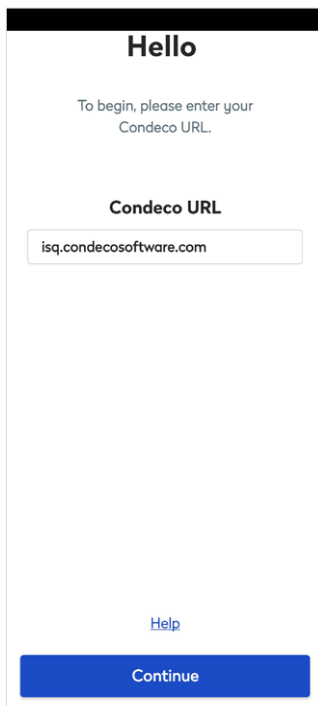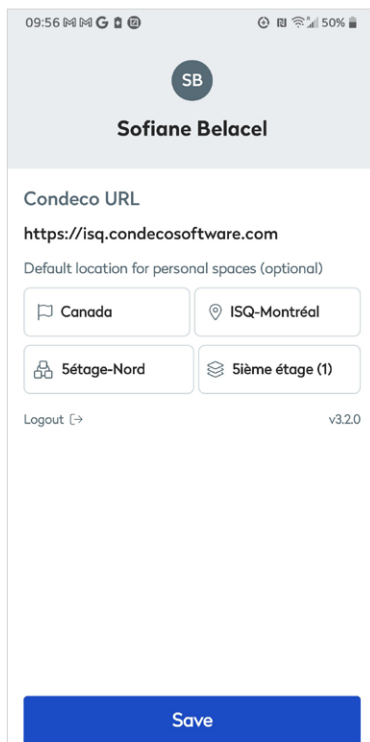
3. Enter your username (e-mailed to you by the ISQ) and password and click Continue.

4. The application will request access to your location (GPS) in the background. Click **OK** and accept or refuse to allow access to your device's location.

5. If you have not logged in on a computer beforehand, click on each field to select your default location(s) and preferred language. Click **Save** when you are done.

Booking an Individual Workspace on a Computer

1. In the Condeco app, click on *Access the application* in the top right of your screen.

Note: Please make your booking before 6 p.m. the day before to ensure that an analyst will be on site.

2. To make a new booking, select *Book a personal spaces* and click on Book a personal spaces.
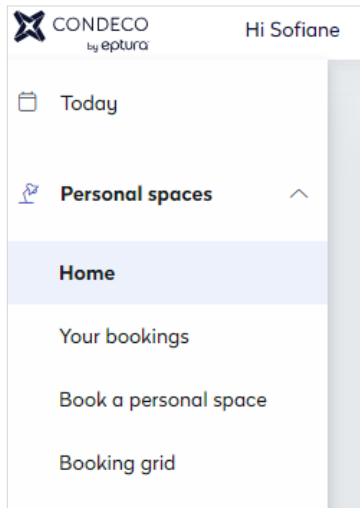
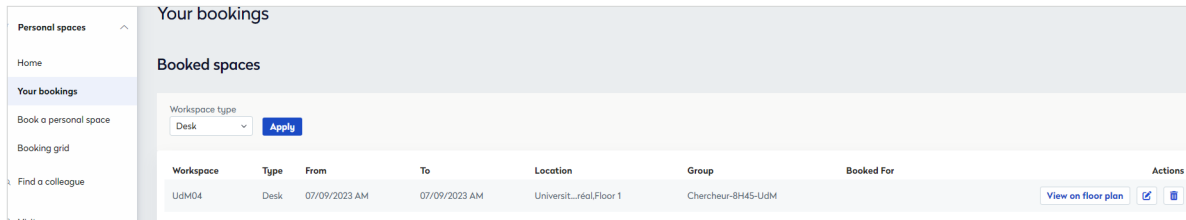3. Select the date(s) you want to book and click on Search.
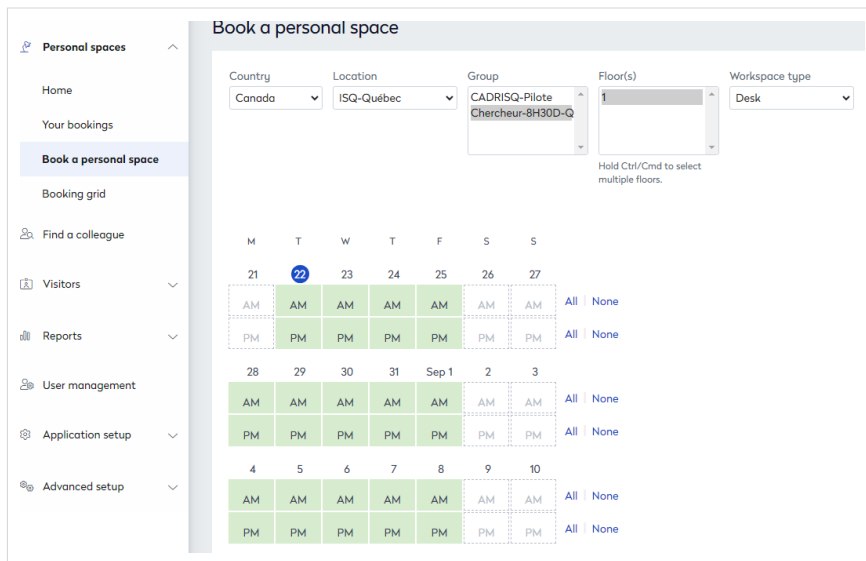
Note: The maximum number of availabilities depends on the CADRISQ centre and available spaces.

4. The search results will be displayed on a floor plan. Click on a space, then on Book.
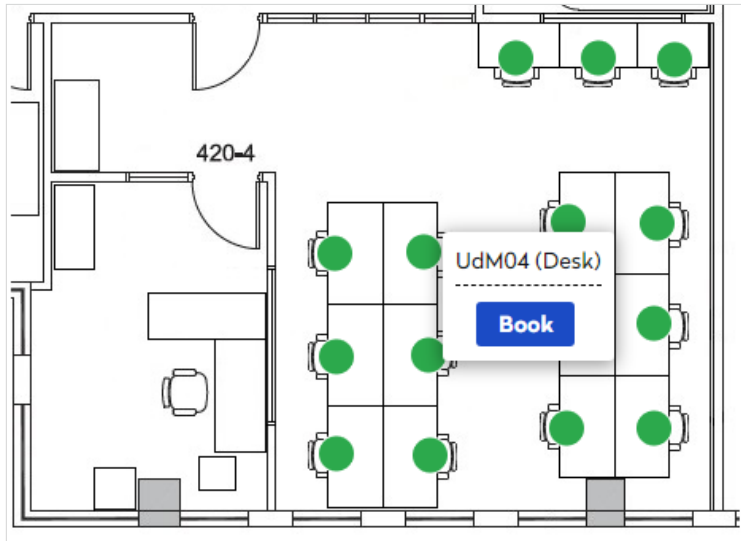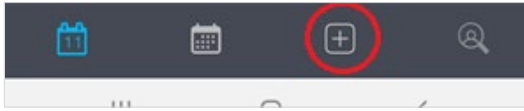

5. The *Your Bookings* menu will open and show your bookings.

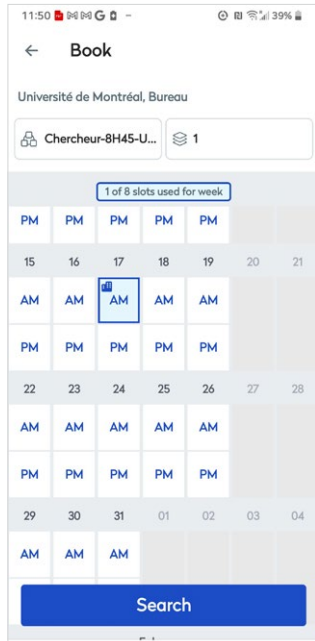## Booking an Individual Workspace on a Mobile Phone

1. To create a new booking, click on the "+" icon at the bottom of the screen.

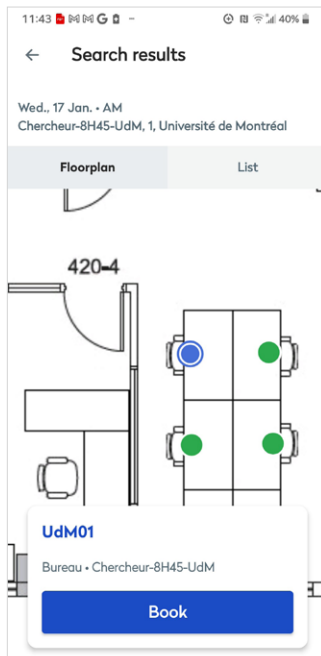2. On the *New bookings* screen, click on Continue at the bottom of the screen.

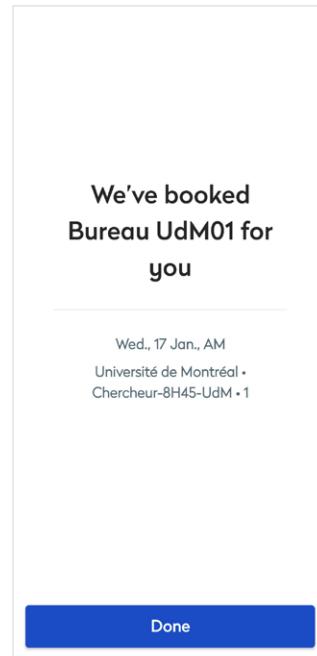3. Select the date(s) you want to book and press Search.

Note: The maximum number of availabilities depends on the CADRISQ centre and available spaces.

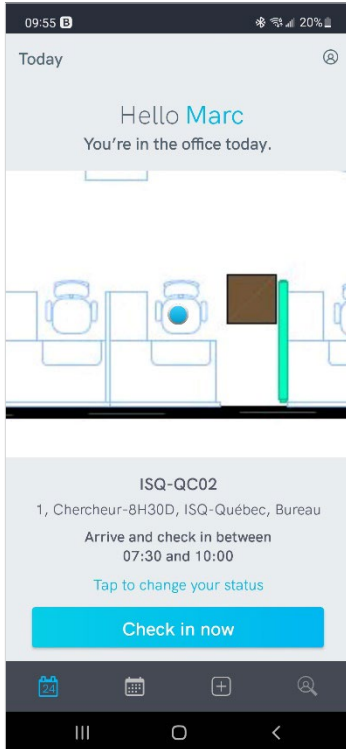4. The search results will be displayed on a floor plan. Click on a space, then on Book.

5. The *Your Bookings* screen will open and show your bookings.

Checking In on the Day of your Booking

On the day of your booking, we ask that you check in using your mobile phone or computer.

Computer

Mobile phone

« Une organisation statistique performante au service d'une société québécoise en évolution »

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de la statistique
Québec