

# End-use Licence Agreement for Postal Code<sup>OM</sup> Conversion Files

For use by current Queen's University Faculty, Students, and Staff

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4. The Licensee shall not use the data product other than for the purpose of matching Postal Code<sup>OM</sup> data to geography in accordance with Appendix A.
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  - (i) addressing mail;
  - (ii) presorting addressed mail
  - (iii) preparing unaddressed mail by householder count for delivery
6. The Licensee agrees not to merge or link the data product with any other databases in such a fashion that gives the appearance that the Licensee may have received, or had access to, information held by Statistics Canada about any identifiable individual, family, household, organization or business.
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<p><b>Source:</b> adapted from Statistics Canada's Postal Code<sup>OM</sup> Conversion File (<i>insert reference date</i>) which is based on data licensed from Canada Post Corporation.</p>
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I agree to uphold the terms of use outlined above:

Name: \_\_\_\_\_

Contact information (phone/email,/office address) :

\_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A

### **Approved Postal Code Data Matching Uses for DLI Accredited Canadian Post-secondary Institutions**

*Matching Postal Code<sup>OM</sup> data to geography for:*

1. **Teaching and learning purposes.**  
e.g.: Students can download PCCF on their laptop to do their assignments. This includes projects, maps, analytical papers, etc. Faculty can download and use the PCCF in teaching exercises.
2. **Research purposes**  
e.g.: Can be used in analysis to write articles that are published in journals. The data is not shared but the results are published. This also includes thesis for Masters or Doctorate where results are required to be public.
3. **Planning purposes**  
The institution can use the information in planning student recruitment activities or find out where these students are coming from.