

## **DATA REQUESTS FROM GENERAL PUBLIC, STUDENTS AND RESEARCHERS**

The International Institute of St. Louis recognizes the importance of having accurate information about newcomer communities available to the general public. Our most recent demographic data for public use may be found in recent Annual Reports.

While we would like to respond to additional requests for information, we are constrained in helping members of the community with data requests due to resource limitations, as well as issues of client confidentiality and privacy (for client-specific information). In addition, agency statistics are most easily gathered from our own client database, which will represent only a subset of the total New American population in the St. Louis area. Finally, we recognize the potential for misleading interpretation if the person using the data was not instrumental in collecting it.

With these limitations in mind, we ask that you attempt to make use of the data maintained on our web site, or search government sites for census data. However, if these sources do not meet your needs, we invite you to submit your request *in writing* for consideration by an agency committee. We promise to respond to your request within 30 days. Please note that we are not able to respond in shorter time frames, so plan accordingly.

### **Please include the following information in your request.**

- Describe the specific information needed. Be as detailed as possible, e.g. “number of newcomers by ethnicity living in zip code 63118 who are currently ages 12-18.”
- Describe the purpose for gathering this data, including intended usage and distribution to others, if applicable.
- If the data will be used for a research project, please include the hypothesis to be tested in your research. Also, please describe how your organization’s Institutional Review Board will be involved in the research. Please note that data will not be released until IRB approval is obtained.
- Describe when you need this data and in what format and form.
- Describe any opportunities or limitations in crediting the International Institute of St. Louis as the source of the data.

We appreciate your understanding in the limitations we must place on the collection and distribution of information. We are supportive of research and data gathering that will enhance long-range planning for the community and for the Institute. At the same time, we hope you will find the information reported on our web site and through government sources to be sufficient for most community needs.