

Procedure for Collecting, Reporting, and Publishing Institutional Data

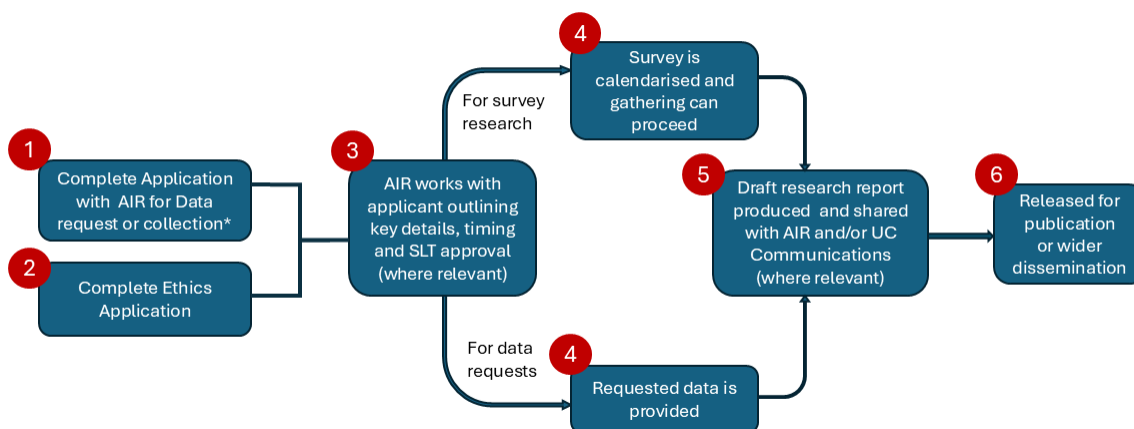
1. What is institutional data

The procedure only relates to a subset of data gathered at UC - **Institutional data** which is defined as data that is about, or relates to any aspect of the organisation. Sometimes described as corporate dataⁱ, institutional data may be centrally collected and managed by UC to support decisions about learning, teaching, research, or operations. Alternatively, institutional data may also be collected by individual departments (via survey, focus group and/or workshop), or external providers. Institutional data includes, but is not limited to:

- Student enrolment information
- Data from regular and ad hoc surveys about students or staff
- Performance and outcomes data
- Data collected by external providers for or about UC.

2. Process for the gathering and/or using of Institutional Data

All institutional/corporate data is owned by the Universityⁱⁱ. Staff who wish to gather and/or use institutional data for research publication or reportingⁱⁱⁱ, must follow the process outlined in this document. The AIR team will support and facilitate approval from the relevant SLT member where required. Student, teaching, and learning data requires final approval via AIR from the **DVC-A**. Staff data requires final approval via AIR from the **Executive Director – People, Culture, and Campus Life**. The following process details the stages required to move from data collection (e.g., surveying) or data request to publication or reporting.



Information requested by the application^{iv} will include:

- Topic
- Data required and in what format
- Why the data is needed
- Plans for data storage and destruction
- Details will be required where 3rd party collecting on behalf of the applicant
- Where applicants intend to publish the data or findings if applicable
- Timeline for data provision, research, writing and review, and submission
- Collaborators and their affiliations

3. Principles and procedures for the use of UC institutional data

3.1. Collaboration, Alignment, and Responsible Data Use

Principle:

Institutional data must be used responsibly, ethically, and in ways that support UC's strategic goals.

What this means for staff gathering and using institutional data:

- Work with the AIR team when gathering or requesting institutional data to ensure ethical and feasible use.
- Use institutional data only for research that supports UC priorities (e.g., student success, equity, academic excellence, research publications relevant to discipline).
- Operational or internal-use data is **not automatically approved** for research or publication; each project needs separate approval.
- Staff will be required to have had completed the Privacy Act 101 and Records Management modules in [Develop Me](#).

3.2. Ethical and Secure Data Management

Principle:

All data must be handled safely, ethically, and in line with UC data policies and the data governance framework.

What staff gathering and using institutional data must do:

- Follow all UC privacy, consent, data protection, and security requirements.
- Collect staff and student data according to relevant UC survey policies and procedures.
- Follow human ethics procedures as appropriate (refer HEC document [here](#)).
- Seek extra approvals^y or ethics review when using sensitive or identifiable data (e.g., ākongā Māori, Pacific students, or other specific groups).
- Confirm with the Human Research Ethics Committee Chair if a de-identified secondary dataset is exempt from review.
- Use approved UC survey tools for data all UC staff and student surveys (i.e., Qualtrics, Microsoft Forms).
- Ensure 3rd party (external) surveys are approved and calendarised by the AIR team.
- Make available raw data to the AIR team, where appropriate.

3.3. Responsible Publication, Reputation, and Institutional Alignment

Principle:

Outputs using UC institutional data should be communicated responsibly and transparently, while upholding academic integrity and supporting UC's reputation.

What staff must do:

- Present findings responsibly and with sufficient context to avoid misinterpretation or reputational harm.
- Share research insights with UC where possible so findings can inform planning and improvement.
- Discuss any public release (including media or external communication) with Marketing, Communications, and Events to ensure accurate representation of UC data.

What AIR must do:

- Facilitate a review of research findings before publication, to ensure accuracy and appropriate context.

4. Exclusions to this procedure

The University engages externally with a number of organisations and agencies to which institutional data is routinely provided. Some of these assist us in benchmarking (e.g., TEFMA, Tribal, QS rankings, THE), while others are considered statutory requirements or contractual obligations (e.g., SDR). AIR will keep a [register](#) of these exclusions, and all data providers will be required to register exclusions with AIR.

In the case of Staff Surveys, the following exemptions also apply:

- Under 50 staff (within a single team/unit only): Exempt from application process
- 50-100 staff: Standard application process applies
- Over 100 staff: Requires the relevant SLT member approval in addition to standard process
- Single department administrative or social surveys (e.g., Christmas party planning, office preferences): Exempt from procedure regardless of cohort size.
- To protect anonymity of respondents, only cohorts larger than 10 can be reported on.

5. How AIR can provide additional support

Support from the AIR team is including but not limited to the following:

Survey Support

- Survey design and methodology
- Qualtrics survey building support and advice
- Survey distribution and administration in Qualtrics

Institutional Research

- Consult with you to help you understand questions you may have about data relating to teaching, learning, and research at UC
- Undertake analysis, reporting, and research, and conduct focus groups on your behalf
- Provide guidance on appropriate analytical approaches
- Identify where similar research has already been completed, and modify to suit your needs if appropriate

For questions about AIR support, please email air@canterbury.ac.nz.

ⁱ Refer [Information Records and Data Policy](#).

ⁱⁱ Refer [UC's Data Governance framework](#) and related documents (To be added shortly)

ⁱⁱⁱ Power BI dashboards exempt for [internal reporting purposes only](#), will be indicated with an exclusion statement within the dashboard.

^{iv} Application for data request or collection: https://canterbury.qualtrics.com/jfe/form/SV_aWZ34s2ELeH3F4

^v Special Approvals for data relating to Māori should be directed to the OTP; for Pacific direct to the Pacific Development Team. For all other groups consult with AIR who will provide the appropriate contact.