



<b>POLICY TITLE</b>	University Data Collection and Research	<b>Policy Number</b>	132
<b>Section</b>	Governance, Organization and General Information	<b>Approval Date</b>	June 16, 2011
<b>Responsible Office</b>	Office of Finance and Auxiliary Services	<b>Effective Date</b>	June 16, 2011

### 1.0 PURPOSE

1.1 Institutional data are a valuable university asset; the integrity of this information is vital to ensuring accreditation and acquiring federal and state resources. This policy designates the Office of Institutional Research and Information (IRI) to respond to researchers' requests for institutional data and/or requests for assistance in collecting data related to UVU constituents.

### 2.0 REFERENCES

- 2.1 *Protection of Human Subjects*, 45 C.F.R. § 46.112
- 2.2 *Federal Family Education Rights and Privacy Act (FERPA)*, 34 C.F.R. § 99
- 2.3 *Health Insurance Portability and Accountability Act of 1996 (HIPAA), Privacy and Security Rules*
- 2.4 *Government Records Access and Management Act (GRAMA)*, Utah Code Ann. § 63G-2-101 (2008)
- 2.5 UVU Policy 136 *Intellectual Property*
- 2.6 UVU Policy 138 *Institutional Review Board (IRB)*
- 2.7 UVU Policy 445 *Institutional Data Management and Access*
- 2.8 UVU Policy 449 *Private Sensitive Information*
- 2.9 UVU Policy 450 *Processing and Control of Distributed Administrative Data*

### 3.0 DEFINITIONS



**3.1 Constituents:** Individuals directly associated with UVU (for example, students, former students, donors, employees, alumni).

**3.2 Branded data:** Institutional data that are acquired or maintained using institutional resources for use by the University and its units in reports, marketing materials, and so forth.

**3.3 Data collection:** Collecting data through a variety of means, such as surveys, interviews, and focus groups, etc.

**3.4 Institutional data:** Data that are acquired or maintained by university employees in the performance of official administrative duties and is relevant to planning, managing, operating, assessing, or auditing a major administrative function of the University. The following are examples of data that *would not* be considered institutional data:

**3.4.1** Personnel records;

**3.4.2** Personal medical, psychiatric, or psychological data for both employees and patients seen at University clinics;

**3.4.3** Information that is legally restricted under federal or state law;

**3.4.4** Notes and records that are the personal property of individuals in the University community;

**3.4.5** Instructional materials including tests, examinations, exercises, classroom assignments, and surveys administered in the faculty member's own classroom;

**3.4.6** Research notes, materials, and data collected by faculty or students for research projects unless subject to the provisions of UVU Policy #136 *Intellectual Property*.

**3.5 Researcher:** For the purposes of this policy, an individual, group, or organization engaged in data collection from or about the University and/or its constituents. This excludes those involved in institutional data collection for the performance of official university duties (see 3.3).

## 4.0 POLICY

### 4.1 Ownership of Institutional Data and Appropriate Use of Institutional Data

**4.1.1** All institutional data are the property of the University.

**4.1.2** Institutional data in the public domain are available for use by researchers with appropriate citation.



**4.1.3** Branded data may be subject to Office of Institutional Research and Information (IRI) review to ensure accuracy.

**4.1.4** In published findings based on institutional data, researchers must clearly state what was obtained from IRI.

**4.2 Requests for Institutional Data**

**4.2.1** IRI is designated to respond to requests for institutional data and/or requests for assistance in collecting data related to UVU constituents.

**4.2.2** Researchers using institutional data will consult with IRI. Researchers need not consult with IRI on personal research, graduate/undergraduate research, and/or classroom-based activities/projects that do not require institutional data, and/or assistance in collecting data from UVU constituents.

**4.2.3** Consultation with IRI does not constitute IRB approval and may not substitute for IRB approval (see UVU Policy 138 *Institutional Review Board*).

**4.2.4** IRI will provide institutional data or assistance in collecting data related to UVU constituents only after the researcher has obtained IRB approval.

**5.0 PROCEDURES**

<b>POLICY HISTORY</b>		
Date of Last Action	Action Taken	Authorizing Entity
Sep. 27, 2023	1.1 Changed “Institutional data is a valuable university asset” to “Institutional data are a valuable university asset”	Policy Office
Sep. 27, 2023	3.2 Changed “Institutional data that has been” to “Institutional data that have been”	Policy Office
Sep. 27, 2023	3.4 Changed “Data that is acquired or maintained” to “Data that are acquired or maintained”	Policy Office
Sep. 27, 2023	2.1 Changed “Department of Health and Human Services, 45 CFR Part 46.112” to “ <i>Protection of Human Subjects</i> , 45 C.F.R. § 46.112” to match the references standards the Policy Office set	Policy Office



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Sep. 27, 2023	2.2 Changed “Department of Education, 34 CFR Part 99, Federal Family Education Rights and Privacy Act” to “ <i>Federal Family Education Rights and Privacy Act (FERPA)</i> , 34 C.F.R. § 99”	Policy Office
Sep. 27, 2023	Removed the period after 2.2	Policy Office
Sep. 27, 2023	2.3 Remove italics and add a comma after “(HIPAA)”	Policy Office
Sep. 27, 2023	2.4 Changed “Utah Code Ann. 63-2-101 et seq., Government Records Access and Management Act (GRAMA)” to “ <i>Government Records Access and Management Act (GRAMA)</i> , Utah Code Ann. § 63G-2-101 (2008)”	Policy Office