



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>POLICY TITLE</b>	Institutional Survey Data Collection and Privacy	<b>Policy Number</b>	132
<b>Section</b>	Governance, Organization and General Information	<b>Approval Date</b>	June 16, 2011
<b>Subsection</b>	Publications, Reports, Research, and Records	<b>Effective Date</b>	June 16, 2011
<b>Responsible Office</b>	Office of the Vice President of People and Culture		

### 1.0 PURPOSE

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

### 2.0 REFERENCES

**2.1** Department of Health and Human Services, 45 CFR Part 46.112, *Protection of Human Subjects*

**2.2** Department of Education, 34 CFR Part 99, *Federal Family Education Rights and Privacy Act*

**2.3** *Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules*

**2.4** Utah Code Ann. 63-2-101 et seq., *Government Records Access and Management Act (GRAMA)*

**2.5** UVU Policy 136 *Intellectual Property*

**2.6** UVU Policy 138 *Institutional Review Board (IRB)*

**2.7** UVU Policy 445 *Institutional Data Governance and Management*

**2.8** UVU Policy 447 *Information Security*

**2.9** UVU Policy 449 *Private Sensitive Information*



## UTAH VALLEY UNIVERSITY Policies and Procedures

### 3.0 DEFINITIONS

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

**3.2 Branded data:** Institutional survey data that has been obtained 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 survey data:** Data that is 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 survey 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 and Appropriate Use of Institutional Survey Data

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



## UTAH VALLEY UNIVERSITY Policies and Procedures

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

**4.1.3** Branded data may be subject to Institutional Engagement and Effectiveness (IEE) review to ensure accuracy.

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

### **4.2 Requests for Institutional Data**

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

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

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

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

## **5.0 PROCEDURES**

### **5.1**

<b>PROCEDURE 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



## UTAH VALLEY UNIVERSITY Policies and Procedures

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
September 5, 2024	Non-substantive changes: <ul style="list-style-type: none"><li>• Ownership transferred to People and Culture</li><li>• IRI reference changed to IEE</li><li>• “Survey” added to the phrase “institutional data”</li></ul>	Policy Office/Office of General Counsel