



## PROCEDURES

# DATA COLLECTION CONSENT

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<b>Related FHEC documents: policies/procedures/guidelines, etc.</b>	Policy 5-1 Information Security and Protection of Data Collected by the Higher Education Commission Policy i-0-4 Communications Policy Policy i-0-7 FHEC Roles and Responsibilities
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### 1.0 Purpose

**1.1** To establish the process by which the Fiji Higher Education Commission (FHEC) gains consent for data collection from the HEIs, students, graduates, and government agencies.

### 2.0 Scope

**2.1** This procedure applies to the FHEC officers gaining consent from data providers prior to data collection.

### 3.0 References and applicable documents

- 3.1** Policy 5-1 Information Security and Protection of Data Collected by the Higher Education Commission.
- 3.2** Policy i-0-4 Communications Policy.
- 3.3** Policy i-0-7 FHEC Roles and Responsibilities.

### 4.0 Definition and abbreviation

<b>DVC</b>	Data Vetting Committee
<b>FDMS</b>	Finance and Data Management Systems
<b>FHEC</b>	Fiji Higher Education Commission
<b>HEIs</b>	Higher Education Institutions

## 5.0 Responsibilities

- 5.1 Chair of the DVC to check that consent has been provided to the FHEC officer(s) prior to the data collection activity.
- 5.2 Policy Analyst (Research) to ensure that completed consent forms are collected and stored by the research team.

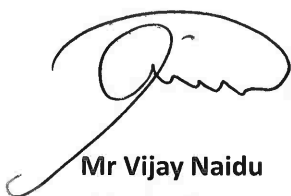
## 6.0 Procedure for collecting data

- 6.1 When an FHEC officer wants to collect data, the officer will request the data providers to provide consent in the consent form **(5-1a-Form: Consent)**.
- 6.2 It will be responsibility of the officer(s) collecting the data to ensure that the participants understand the different principles in the consent form.
- 6.3 The officer(s) collecting the data should get a written consent from the participant.
- 6.4 Copy of the consent form should be submitted to the DVC upon return to office.
- 6.5 On completion of the data collection, the officer will submit copies of the consent form to the Policy Analyst (Research).

## 7.0 Records

No.	Type of Record	Retention Time	Location	Responsibility
1	Completed Consent Form(s)	5 years	Research Team	Policy Analyst (Research), FDMS

## 8.0 APPROVAL BY THE INTERIM DIRECTOR, HIGHER EDUCATION COMMISSION



Mr Vijay Naidu  
Interim Director  
Higher Education Commission

22/1/21

Date: