



DATA COLLECTION

PROCEDURES

Version Control	
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Status (draft version/approved)	Final
Policy owner	Director
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1.0 Purpose

1.1 To establish the process by which the Fiji Higher Education Commission (FHEC) gathers data from the higher education institutions (HEIs), students, graduates, and government entities.

2.0 Scope

2.1 This procedure applies to the process of collecting data by the FHEC officers.

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

DVC	Data Vetting Committee
FDMS	Finance and Data Management Systems
FHEC	Fiji Higher Education Commission
HEIs	Higher Education Institutions
SM	Senior Manager

5.0 Responsibilities

5.1 DVC Chair to approve data collection requests.

6.0 Procedure for collecting data

6.1 Officers must complete the data collection approval form (**5-1b-Form – Data collection approval**) and submit it to the Chair of the DVC.

6.2 The Chair of the DVC, in liaison with the DVC members, must approve the data collection in writing, a copy of which should be forwarded to the Policy Analyst (Research) for record-keeping.

6.3 In case, if approval is not given by the DVC, then a thorough explanation should be provided to the officer in writing, and a copy of the explanation should be forwarded to the officer's SM.

6.4 In case of disapproval of request, the officer concerned can request the Director for intervention and mitigation.

7.0 Records

No.	Type of Record	Retention Time	Location	Responsibility
1	Data collection requests	5 years	Research Team	Policy Analyst (Research), FDMS
2	Data collection approvals and rejections	5 years	Research Team	Policy Analyst (Research), FDMS

8.0 APPROVAL BY THE INTERIM DIRECTOR, HIGHER EDUCATION COMMISSION



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Higher Education Commission

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