



PROCEDURES

DATA STORAGE

Version Control	
Document Number	5-1c Procedures
Status (draft version/approved)	Final
Policy owner	Director
Effective from	19 August 2020
Review date	18 August 2023

1.0 Purpose

- 1.1 To establish the process by which the Fiji Higher Education Commission (FHEC) will store data (physical and electronic).

2.0 Scope

- 2.1 This procedure establishes the method by which the FHEC will store its data.

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.
 3.4 Fiji Government Information Technology Policies and Principles.

4.0 Definitions and abbreviations

FDMS	Finance and Data Management Systems
FHEC	Fiji Higher Education Commission
IT	Information Technology
SMT	Senior Management Team

5.0 Responsibilities

- 5.1 The Policy Analyst (Research), FDMS shall ensure that data collected by the different teams are updated monthly on the FHEC SharePoint Portal and OneNote.

5.2 IT Support Officer shall be responsible for data backup and archiving.

6.0 Procedure for storing data

6.1 When an FHEC officer collects data, the officer will submit the data to the Policy Analyst (Research).

6.2 The Policy Analyst (Research) will upload the data in the appropriate folders/categories in SharePoint/OneNote.

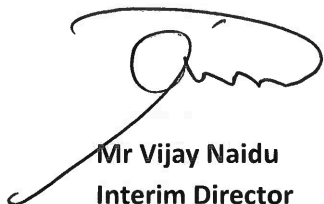
6.3 The IT Support Officer will back up all data on SharePoint and archive decade old data.

6.4 To maintain privacy and access, the Policy Analyst (Research) will restrict access to the data to original data collectors and SMT.

7.0 Records

No	Type of Record	Retention Time	Location	Responsibility
1	List of data collected by the FHEC and the data contents.	10 years, after which the data will be archived.	Research Team	Policy Analyst (Research), FDMS
2	List of archived data and its content	Indefinitely.	IT Team	IT Support Officer

8.0 APPROVAL BY THE INTERIM DIRECTOR, HIGHER EDUCATION COMMISSION



Mr Vijay Naidu
Interim Director
Higher Education Commission

22/11/21

Date: