



PROCEDURES

DATA REQUEST, ACCESS AND DISCLOSURE

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Policy owner	Director
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1.0 Purpose

1.1 To establish the procedure by which the FHEC facilitates data requests and data access.

2.0 Scope

2.1 This procedure applies to the FHEC officers requesting and accessing data held by the FHEC.

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

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

5.0 Responsibilities

5.1 The Policy Analyst (Research), FDMS will be responsible for facilitating data requests.

6.0 Procedure for requesting and accessing data

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

6.2 Internal FHEC staff requesting access to data will have to seek written approval by completing the approval form **(5-1c Form – Request to access, correct and update data)**.

6.3 Pending approval from the DVC, staff will be given access to the data.

6.4 All external data requests are to be directed to the Director FHEC in writing. Approvals from the director are to be forwarded to the Policy Analyst (Research) who will then facilitate the data request.

6.5 Data marked as confidential by the SMT for their respective teams, example HEI financial statements will not be released to the public.

7.0 Records

No	Type of Record	Retention Time	Location	Responsibility
1	Data request records	10 years	FDMS	Policy Analyst (Research), FDMS
2	Data facilitated requests	10 years	FDMS	Policy Analyst (Research), FDMS

8.0 APPROVAL BY THE INTERIM DIRECTOR, HIGHER EDUCATION COMMISSION



Mr Vijay Naidu
Interim Director
Higher Education Commission

Date:

22/1/22.