



PROCEDURES

DATA VETTING COMMITTEE

Version Control	
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Policy owner	Director
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1.0 Purpose

- 1.1 To establish the process by which the Fiji Higher Education Commission (FHEC) reviews its data collection requests.

2.0 Scope

- 2.1 This procedure applies to the establishment of the FHEC Data Vetting Committee (DVC).

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 Definition and abbreviations

CS	Corporate Services
DVC	Data Vetting Committee
FDMS	Finance and Data Management Systems
OQA	Operations and Quality Assurance
SMFDMS	Senior Manager Finance and Data Management Systems
SMT	Senior Management Team
SRO	Senior Research Officer

5.0 Responsibilities

5.1 The SRO will lead the establishment of the Data Vetting Committee in liaison with the SMT.

6.0 Procedure

Establishing the Data Vetting Committee

- 6.1 When an FHEC Officer wants to collect data, the Officer will complete the appropriate form (**5-1b-Form: Data Collection Approval**) and submit the form to the Chair of the DVC.
- 6.2 The DVC will be made up of a representative each from the three groups of the FHEC: OQA, FDMS and CS, including the SRO.
- 6.3 The group will elect the chair of the DVC.
- 6.4 The Chair will be responsible for facilitating the meeting for the data request.
- 6.5 The FDMS representative will be responsible for uploading the final data set into the FHEC SharePortal/OneNote.

Data Vetting Review Process

- 6.6 Review the data being requested by the FHEC officer to ensure it is not duplicated.
- 6.7 Review the response of how the officer will ensure to protect the confidentiality and privacy of the data.
- 6.8 In case of a dialogue or disagreement, the DVC will work with the primary team in which the data originated to resolve any disputes.
- 6.9 Failing that, the FHEC data team will work with the SMFDMS for a resolution, using the internal FHEC disciplinary policy as a framework for dispute resolution.

7.0 Records

No	Type of Record	Retention Time	Location	Responsibility
1	DVC Meeting Minutes	5 years	Research Team	SRO

8.0 APPROVAL BY THE INTERIM DIRECTOR, HIGHER EDUCATION COMMISSION



Mr Vijay Naidu
Interim Director
Higher Education Commission

22/1/21

Date: