NECO Policies for Data Management and Usage

The following items provide general information on NECO’s policy towards data in institutions of higher education. NECO policy adheres to generally accepted principles.

Institutional data provided on the NECO website that is accessible to the general public is considered public information. Institutional data that requires log in credentials for authentication is intended for internal use only and should not be used or shared without prior authorization from the Office of the President. Anyone sharing this data without the express written consent of the college shall be subject to disciplinary action.

All administrative data is owned by NECO regardless of storage location and all members of the community are responsible for appropriately using and safeguarding that data to effectively and efficiently serve the needs of the college.

What is Data?

Data Management and Usage Guiding Principles

In order to effectively manage and safeguard data, procedures must be in place for access and maintenance of data.

Sharing data between departments on campus should be facilitated when appropriate.

Integration of data across the college is encouraged to foster data accuracy and uniformity given the complexity of the data systems with the goal of reducing duplication of data and creating greater accuracy of data.

Data should be safeguarded to maintain the confidentiality and privacy of personally identifiable information.

Release and Distribution of Institutional Data

Individual Surveys

Many groups survey the NECO community through administrative offices, faculty committees, student groups, and other avenues. The data obtained from these surveys is considered property of NECO.

Policies when surveying the NECO community must be followed:

1. The group conducting a survey is responsible for managing and releasing the data collected.
2. Individual respondents are not identified in survey results. Results will only be made available in summary form, i.e. descriptive statistics and summary text.
3. Summary results are made available on request to anyone who completed the survey.
4. Reports on the results of surveys are generally made available to members of the College community who request them. However, in some circumstances the release of a survey report is restricted. Any such limitation is noted on the first page of the report.
5. Data files from surveys are not made available except under special circumstances.
6. Follow-up questions about survey summaries are answered at the discretion of the group conducting the survey, as the work needed to answer such questions can be very time consuming.

Regulatory Surveys

NECO completes numerous institutional surveys conducted by external organizations. This information is in the public domain after it has been released. Some of these are mandatory surveys from regulatory bodies, such as Integrated Postsecondary Education Data System (IPEDS), the Accreditation Council on Optometric Education (ACOE), and the New England Commission of Higher Education (NECHE). Some of these surveys are college-wide and require information from many areas within the college while others seek information from a single office or department.

1. Information from these surveys can be released to any member of the College community or to the public upon request.
2. Information from these surveys may be distributed in reports produced by the College.

College Documents

Many departments, offices, task forces, committees and groups on campus produce reports for NECO. These internal reports are not generally available for use outside of the need for better aligning strategic resources of the institution. Access to any of this data for original research that may lead to publication must be negotiated in advance with the Office of the President.

Student record data, institutional survey data, or other documents or data that has been provided as part of a request may only be used for the purposes stated in the request. Anyone using data beyond the stated use shall be subject to disciplinary action.

If data is lost or stolen for any reason (including a lost or stolen electronic device), the Office of the President must be notified in a timely manner. Please refer to the IT
Information Privacy and Security Policies and Practices for additional information. Please work with IT directly to ensure that data on any electronic device or drive is encrypted. NECO data should not be transferred to home computers or storage devices.

**Requesting Data**

Please review the NECO website to see if the data you are looking for is publicly available online. If not and you would like to make a request for data please contact the Presidents office and someone will get back to you as soon as possible.

**Managing Your Data**

Looking for help on how to manage your data? The NECO Library can assist and help you develop a personal plan.

Connect with a Librarian by visiting the service desk, emailing library@neco.edu, or calling 617-58-5589

There are numerous resources available to assist with learning more about managing data through tutorials and guides.

A sampling of resources include:

[The Lifecycle of a Dataset – MIT Libraries](#)

[UNC Research Data Toolkit](#)

[Purdue -Sensitive Research Data Management](#)