



UnivRS: Data Use Statement of Understanding

Every University of Saskatchewan employee with access to the University Research System (UnivRS) must recognize that data, including personal information, is a valuable resource to the institution and that the value can be diminished through misuse. Those permitted with access to UnivRS need to understand their responsibilities to conserve and enhance the value of the data source.

Specifically, employees should understand:

- ❖ That the University is subject to *The Local Authority Freedom of Information and Protection of Privacy Act*, which requires the University and its employees to protect personal information in its possession or under its control.
- ❖ That while they have access to institutional data to perform their duties as an employee of the University, they will not use the data for any purpose other than the University processes for which it is intended.
- ❖ That they will not knowingly create or change data to values they know to be incorrect and/or delete data that should not be deleted, and will carry out any tasks related to data creation, maintenance, distribution, and deletion in a timely and careful manner.
- ❖ The need to maintain confidentiality in handling institutional data and information.
- ❖ The importance of maintaining the security of institutional data, and following all established procedures.
- ❖ Their responsibility to understand the institutional data and information to which they have access to, and guard against misinformed or incorrect interpretations of data or misrepresentations of information.

Note: Adapted for use by the Office of the Vice-President, Research based on the: "[Data Management, Data Access and Data Use Policy](#)", "[Freedom of Information and Protection of Privacy](#)" "[Finance Systems Data Use Statement of Understanding](#)".