

CAUDIT Benchmarking Appropriate Use Policy - for Participants

CAUDIT offers its members the opportunity to participate in its Benchmarking Service. Participating institutions contribute IT Benchmarking and Profile Data collected and held by CAUDIT. Participants have access to the data from the Benchmarking Service to make comparisons between the member's university and other universities or groups of universities for purposes of the member's planning and budgeting processes. Data collected will be identified by institution and also presented in aggregated form. Access to the service is conditional on the users' (both the individuals and the institutions they represent) acceptance of the Terms and Conditions of Use of this content. By accessing the Benchmarking Service, users will be deemed to have agreed to these terms and conditions. Any user who violates these terms and conditions may, at the discretion of the CAUDIT Executive, be subject to restrictions in their participation in the CAUDIT Benchmarking Service.

Separate terms and conditions apply to the user of the Benchmarking Service by CAUDIT. Please see CAUDIT Benchmarking Service Appropriate Use Policy – for CAUDIT, below, for more details.

Copyright

Data contributed to the Benchmarking Service by a participating institution remain the property of that institution. CAUDIT otherwise owns the copyright to the contents of the Benchmarking Service database. To protect data confidentiality on behalf of contributors, users may only use the contents of the Benchmarking Service as set forth in this Appropriate Use Policy.

Terms and Conditions of Use

1. I affirm that I have been authorised to use the Benchmarking Service by my institution's CAUDIT representative, that I am responsible for the security of my unique login
2. I will not
 - 2.1 disclose, publish or otherwise distribute ('disseminate') any Benchmarking Service data (including aggregated data) with any person who is not a member, office-holder, employee or consultant of the institution in which I am employed; or
 - 2.2 use or disseminate any Benchmarking Service data for any purpose other than that of contributing to the administration and development of the institution in which I am employed.
3. I will not include Benchmarking Service data that identifies the university or other institution to which it relates in any report, spreadsheet, email message, electronic presentation, or any other medium except when:
 - 3.1 such medium is to be used in a meeting of a planning committee or similar body regularly established and recognised within the internal administrative structure of my institution, and
 - 3.2 that meeting is to be closed to any person not both a member of the committee or body and a member, office-holder, employee or consultant of that university.
4. I will ensure that when they disseminate Benchmarking Service data, recipients of the data are made aware of this Appropriate Use Policy and are required to conform to it.
5. I will store and provide data access, as appropriate, in a secure manner.

6. As an exception, for the purposes of reaccreditation, peer review, or similar studies being conducted on behalf of my institution, I am permitted to provide data from the Benchmarking Service to reviewers not affiliated with my institution, so long as a copy of this Policy accompanies the data provision and is understood to govern the use made of the data.

CAUDIT Benchmarking Appropriate Use Policy - for CAUDIT

The CAUDIT Benchmarking Service was conceived as a service offered to member institutions. Member access to the Benchmarking Service is conditional on users' (both individuals and the institutions they represent) acceptance of the Terms and Conditions of User contained in the CAUDIT Benchmarking Service Appropriate Use Policy – for Participants, above.

The Benchmarking Service, including its database, is also a valuable tool for CAUDIT – to better understand its membership and their uses of IT, to develop programs for members, and to advocate for effective and strategic use of IT in higher education.

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Terms and Conditions of Use

1. Staff and others contracted to work on behalf of CAUDIT (“CAUDIT users”) who use the Benchmarking Service will only access and use the Benchmarking Service as authorised by CAUDIT, using individually unique credentials that they may not share.
2. CAUDIT users will store Benchmarking Service data and provide access to it, as appropriate, in a secure manner.
3. As the provider of the Core Data Service and an organisation that exists to serve the best interests of its membership, CAUDIT reserves the right to use aggregated survey data obtained from the Benchmarking Service in professional publications, public documents, public presentations, or other forms or forums that serve its members' needs and interests as approved by the CAUDIT General Manager, so long as that data has been sufficiently aggregated to prevent re-identification of participating institutions.
4. Should authorised CAUDIT users of the Benchmarking Service find that the best interests of the CAUDIT membership would be appropriately served by providing institutionally-identifiable data to another organisation on a confidential basis, they will request permission from the CAUDIT Executive prior to doing so and abide by any terms specified by the Executive for such use.
5. Should authorised CAUDIT users of the Benchmarking Service find that the best interests of the CAUDIT membership would be appropriately served by using institutionally-identifiable

data obtained from the Benchmarking Service in professional publications, public documents, or public presentations, they will request permission from the CAUDIT Executive as well as the relevant institution(s) prior to doing so and abide by any terms specified for such use.

6. CAUDIT also reserves the right to establish other data services, both stand-alone and collaborative, involving Benchmarking Service data when such services would best advance the goals of the Benchmarking Service and the overall interests of the CAUDIT community. Such services are subject to the approval of the CAUDIT Executive and will be pursued with the utmost sensitivity to the security and confidentiality principles inherent in this policy.