



Ethical Standards for Data Use and Sharing

The Office of College Planning & Institutional Effectiveness at Grossmont College upholds the following ethical standards for data use and sharing at the College:

- We understand that the data, as well as the policy decisions incorporating the information we analyze and disseminate, impacts real people and situations.
- We proactively work to oppose racial inequity and lead social justice within the educational system. We use data to inform actions that eliminate gaps in student outcomes.
- We train our data stewards to handle data responsibly and fulfill our Data Use & Sharing Policies.
- We acknowledge that the individuals whose information we use have rights derived from both legal and ethical principles that can cross national borders. We make intentional efforts to protect their information from misuse or use that could cause them harm.
- We protect privacy and maintain confidentiality when collecting, compiling, storing, analyzing, and disseminating information.
- We act as responsible data stewards. We secure the data and information over which we have control, following generally accepted guidelines and professional standards for physical and electronic security and data sharing.
- We provide accurate and contextualized information. We do not knowingly or intentionally mislead the consumers of our information.
- We deliver information and analyses appropriate to the questions being asked, to the quality of the data available, and to the context in which the questions are asked.
- We seek to be fair and transparent, minimizing our own personal biases in our research assumptions, methodologies, and conclusions.
- We avoid conflicts of interest, and disclose them when unavoidable, particularly with third parties and vendors. We act in the best interests of our institutions, students, and stakeholders.
- We strive to make our work accessible to those who need data, information, and analysis to generate insight and make decisions.
- We share knowledge of the Institutional Research field and its application, so we may facilitate insights and promote common understanding to our institutions and stakeholders.
- We draw on and contribute to relevant and emerging scholarship and educate ourselves on developing trends.
- We recognize that research and data analyses take time. We strive to provide data and analyses in a timely manner while respecting the humanity of our institutional research team.

Sources: <https://www.airweb.org/>; [Equity, Diversity & Inclusion \(rpgroup.org\)](https://www.equitydiversityinclusion.org/)