 <b>Selkirk College</b> <b>Policies and Procedures</b>		<b>Number and Title:</b>	<b>8720 Management and Distribution of Student Surveys</b>		
		Replaces:	N/A		
		Effective:	2026-08-01	Next Review:	2035-08-01
Executive Responsibility:	Administrative Responsibility:	Recommended by Policy Review Committee:		2026-04-16	
Vice-President Students and External Relations	Registrar	Recommended/Approved by Education Council:		N/A	
		Approved by President:			
Linkage to Board of Governors Policies					

#### A. PURPOSE

This policy provides direction to the college community on the ability to manage and distribute surveys to students to ensure a process that does not overwhelm, distract, or undermine the strategies and key objectives of Selkirk College.

#### B. SCOPE / LIMITS

This policy applies to the distribution of surveys directed at a large group of individuals more diverse than a single registered academic class (eg. a program, not a class). It includes all internal and external requests to survey groups. This policy specifically is aimed at reducing student spam and does not pertain to the components or content of the survey itself which, if internal, is subject to other Selkirk College policy, Selkirk College research contracts and if external, the Government of British Columbia laws or regulations, and/or the research ethics board of the ministry seeking to request student survey.

The policy applies to:

- Potential students
- Applicants
- Registered students
- Student leavers
- Past transfer students; and
- Alumni

This includes information collected as part of broad scale events/activities but excludes information specific to the event/activity (eg. exit or service surveys such as “tell us how we did today” or “how could we improve this event/class”).

This policy does not apply to:

- employee surveys (under the direction of the Human Resources department)
- Community Education and Work Place Training (CEWT) to participants of CEWT programming for marketing, program development, or course experience purposes
- students engaging in work to complement their learning outcomes as part of learning.

- student-led surveys as part of their coursework

**C. PRINCIPLES**

1. To best serve the College community and to meet its accountability needs, Selkirk requires the ability to collect reliable data and information from its applicants, students, alumni, employees and other members of the College community.
2. The College has an obligation to protect those members of the College community who are potentially subject to surveys for appropriate privacy, data collection and risk laws, policies, and provincial best-practice documentation and ensuring that questions and frequency meet the commitments of Selkirk College.
3. The College has an obligation to ensure that the personal information provided through surveys is collected, used, and stored in compliance with the Freedom of Information and Protection of Privacy Act of BC.

**D. DEFINITIONS**

Leaver	Any individual without a credential once enrolled and no longer enrolled at Selkirk College
Survey	Surveys include all data and information gathering techniques either in paper, oral, online, telephone or other formats.

**E. ROLES AND RESPONSIBILITIES**

ROLE	RESPONSIBILITY
Manager, Institutional Research (or designate)	<ul style="list-style-type: none"> <li>• Review all in-scope policies prior to delivery to recipients</li> <li>• Review requests to survey for adherence to college policy, procedure and determine if privacy/risk escalation is required.</li> <li>• Approve the demographic scope and timelines of any survey aimed at the student body in scope of this policy for physical or electronic distribution.</li> <li>• Ensure prioritization of surveys to maintain compliance with government agencies and the college mission, vision, values, commitments and strategic plan.</li> <li>• Make recommendations on issues of disagreement regarding survey management and distribution to the Associate Vice-President, Student Success for review</li> </ul>

Privacy and Risk Officer

at Leadership Team.

- Create procedures to ensure transparent and fair processes for surveying students at Selkirk College.
- Review requests from IR when outside of previously approved models to ensure privacy and risk compliance.
- Confirm any new, unfamiliar testing systems used for collecting data by the College have a privacy assessment completed (PIA).
- Review areas of disagreement for final decision, escalating to Leadership Team where appropriate.

Vice president Students  
and External Relations

## F. OTHER RELEVANT DOCUMENTS

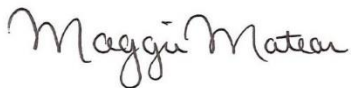
1. Selkirk Policies:

a) Policy 8700: Research Involving Human Participants

2. Legislation:

a) *Freedom of Information and Protection of Privacy Act of BC (FOIPPA)*

b) Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS)



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Signature

April 23, 2026

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Date