

# University of California Systemwide Survey Data Sharing Process

## Institutional Research and Academic Planning at UCOP

To ensure survey data sharing security, Institutional Research and Academic Planning (IRAP) at University of California Office of the President have taken additional steps to de-identify survey data, remove identifiable information, and separate demographic data from the main response data file. IRAP will take several additional steps to further protect survey data and improve data security. This document describes the process of transferring data to campuses. This process is applied to data sharing for all UC systemwide surveys IRAP administers.

### Data Transfer Tool

IRAP uses a secure file sharing site, 'GoAnywhere' ([seureshare.ucop.edu](https://seureshare.ucop.edu)) to transfer data to campuses. IRAP can provide support for campus survey coordinators to set up access to this tool as needed.

### Data Files

IRAP will provide two sets of data files to campuses: UC Systemwide Data Files and Individual Campus Data Files.

- **UC Systemwide Data Files:** This set of files will include response data to all survey questions except open-ended questions and those in campus wild card modules and demographics from administrative data for respondents on all nine campuses. There will be three files in this set. All of them includes the same randomly assigned ID for the same respondent, so campuses can use the ID to merge these three files. However, individual respondents in any systemwide data files will not be identified with identifiable information in any way.
  1. Responses to sensitive questions such as food insecurity, housing insecurity, other basic needs topics, sexual misconduct, mental health, etc.
  2. Demographic data from administrative data and survey questions such as gender, race/ethnicity, first generation, sexual orientation, disability, Pell grant status, etc.
  3. Responses to general survey questions that are not included in two files above.
- **Individual Campus Data Files:** This set of files will include response data to all survey questions including open-ended questions and those in the campus wildcard modules, demographics from administrative data for respondents on the campus that receives these files, and a codebook. There will be five files in this set. All data files include the same survey ID for the same respondents, so the campus that receives these files can use the ID to merge the data files.
  1. Responses to sensitive questions such as food insecurity, housing insecurity, other basic needs topics, sexual misconduct, mental health, etc.

2. Demographic data from administrative data and survey questions such as gender, race/ethnicity, first generation, sexual orientation, disability, Pell grant status, etc.
3. Responses to general survey questions that are not included in two files above.
4. A crosswalk table includes survey IDs and campus student IDs allowing institutional researchers to link the survey data with the information requiring student identification.
5. A codebook, which includes details on all survey variables (including wildcard module variables when applicable), such as variable labels, response options, and response labels.

### Data Transfer Plan

- All seven files will be shared with each campus separately and sequentially on GoAnywhere.
- None of any two files for the same campus will be transferred on the same day.
- IRAP will schedule a time with campuses to share each of these files.
- Each file or set of files will be deleted from the GoAnywhere server before another data file is uploaded.
- Files will be deleted automatically from the GoAnywhere server 24 hours after they were posted.

## UC Systemwide Survey Data Sharing Files

