

February 2025

Instructions on the Use of Institutional Data

This is a translation of the Official Arabic version. In case of any Discrepancies, the Arabic version shall prevail.

Qatar University places great importance on institutional data, considering it a strategic asset that plays a vital role in achieving its strategic goals and enhancing its competitive position. The University also believes that the optimal and concerned use of this data is necessary to maintain its privacy and security, and to support the decision-making process. Therefore, the following instructions aim to regulate and guide the use and sharing of institutional data in a manner consistent with the University's institutional policies. All users of institutional data must adhere to them.

1. General Instructions

1. Access to institutional data is granted based on specific and approved procedures by the competent Vice President. Access is restricted to only the data required to perform authorized job duties.
2. Institutional data and its derivatives must be used only for the purpose for which access was granted and, in a manner, consistent with work requirements. It is prohibited to use or share it for any other purpose, regardless of the type, form, or location of the data, except with explicit written approval from the competent Vice President.
3. Personal data must be used and shared in a manner that complies with the University's



approved Personal Data Privacy Instructions.

4. Data must be shared through the University's official and approved communication channels, such as the University's official email or secure data exchange platforms like SharePoint. The use of personal phones or personal means for sharing data is prohibited. This is to ensure the documentation of the sharing process and to maintain the security and confidentiality of the data.

2. Sharing Data with External Parties

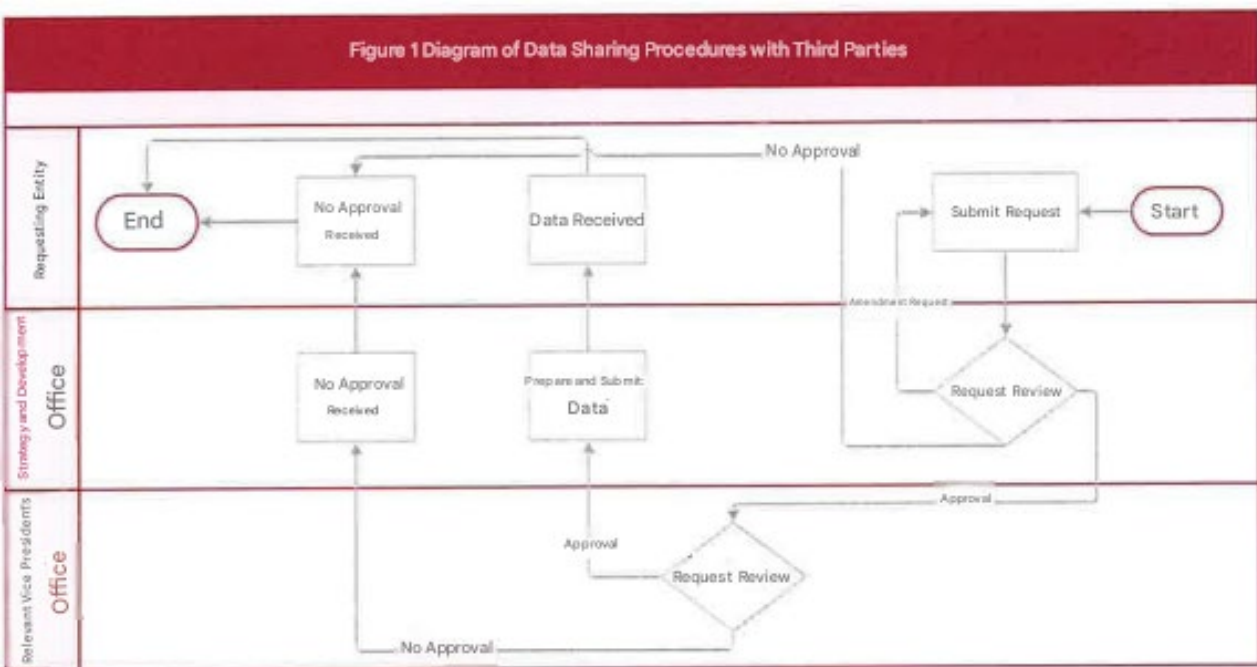
1. The Office of the Chief Strategy and Development Officer is the official body at Qatar University for sharing all institutional data, in coordination with the other sectors at the University. If any request is received by the Vice Presidents, it is referred to the Office of the Chief Strategy and Development Officer to take the necessary action.
2. It is prohibited to share data with parties outside the University unless there is a clear and justified purpose for sharing, and after obtaining prior approval from the concerned Vice President for the data requested to be shared and the Chief Strategy and Development Officer.

Steps for Requesting to Share Data with External Parties:

1. The requesting party sends a data sharing request to the Office of Strategy and Development.
2. The Office of Strategy and Development reviews the request and verifies that there is a clear and legitimate purpose for the data request. If the purpose is unclear or illegal, the requesting party is notified of the rejection, with an explanation of the reasons and the possibility of resubmission if the observations are addressed or more necessary details are provided.
3. If there is a clear and legitimate purpose, the Office of Strategy and Development forwards the request to the office of the concerned Vice President for the data to be shared to request

- approval for sharing the data with the requesting party.
- The office of the concerned Vice President reviews the request and confirms the possibility of sharing the data according to its classification and the absence of any restrictions or risks from sharing the required data with the requesting party.
 - Based on the review, the office of the concerned Vice President informs the Office of Strategy and Development of the approval or rejection, with an explanation of the reasons for rejection. In case of approval, the Office of Strategy and Development shares the data with the requesting party.

Figure 1: Flowchart of Data Sharing Procedures with External Parties
This flowchart illustrates the process for sharing data with external parties.



3. Use of Data for Institutional Studies and Research

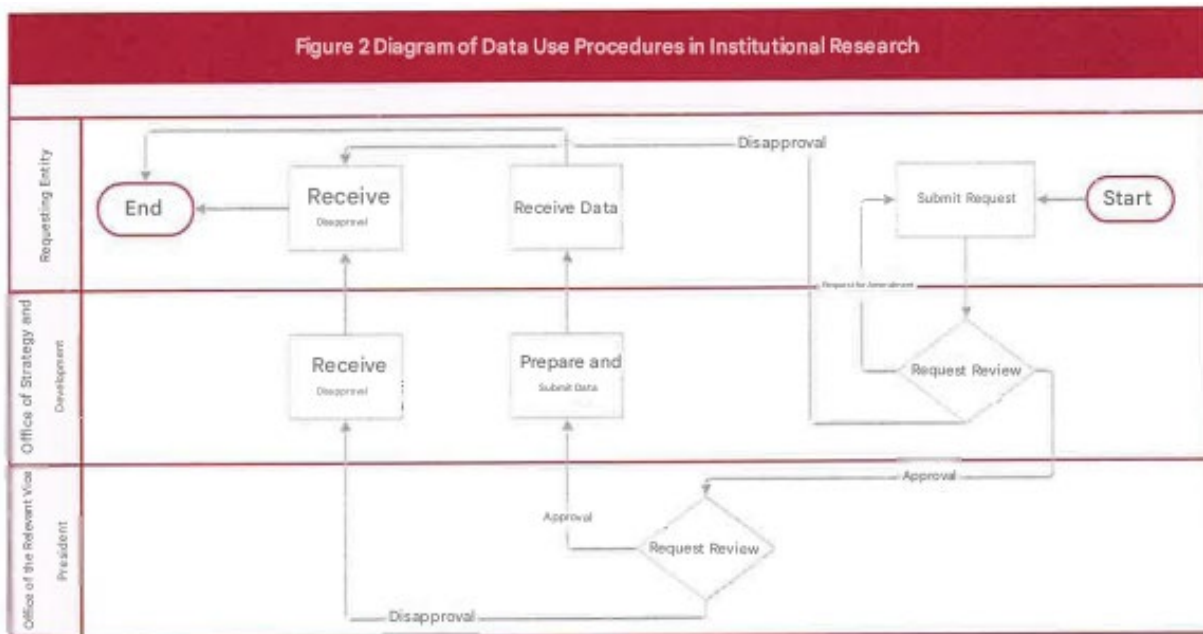
When wishing to use institutional data to conduct institutional studies and research, prior approval must be obtained from both the concerned Vice President for the data and the Chief Strategy and Development Officer. This excludes research and studies that are limited to the data of the sector to which the researcher belongs, for which the approval of the concerned Vice President is sufficient.

Steps for Requesting to Use Data for Institutional Studies and Research:

1. The applicant sends a request to use institutional data to conduct a study or research to the Office of Strategy and Development for approval. The request must include a summary of the purpose of the study or research, the research questions, and the data required for use.
2. The Office of Strategy and Development reviews the request and ensures that the research or study is consistent with the University's policies and requirements, and that the objectives of the study and the research questions are appropriate for the University's strategic goals.
3. In case of approval by the Chief Strategy and Development Officer, the request is forwarded to the concerned Vice President for the data required for use, to request approval.
4. The office of the concerned Vice President reviews the request and informs the Office of Strategy and Development of the approval or rejection, with an explanation of the reasons for rejection.
5. In case of approval, the Office of Strategy and Development shares the data with the applicant, clarifying the following:
 1. Terms of use of the data.
 2. The permissible time-period for using the data.
 3. Obligations related to data protection and confidentiality.
 4. Procedures to be followed at the end of the research or study.

5. The results of the research or study shall not be published until after obtaining the necessary approvals.
6. In case of non-approval, the applicant is notified of the rejection of the request.

Figure 2: Flowchart of Procedures for Using Data in Institutional Research
This flowchart details the process for a researcher (Requesting Party) to obtain institutional data for research.



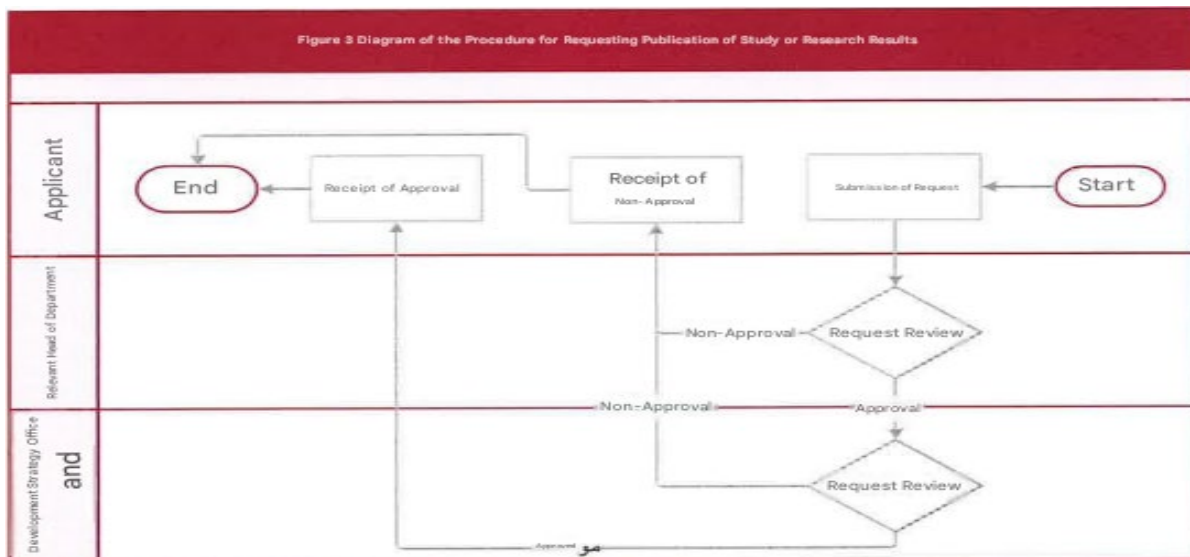
4. Publishing the Results of Institutional Studies and Research

When researchers wish to publish the results of an institutional study or research they have conducted, they must submit a formal request to obtain approval from the concerned Vice President and the Chief Strategy and Development Officer for the data that was used.

Steps for Requesting to Publish the Results of an Institutional Study or Research:

1. The applicant sends a request to publish the results of the research or study to the concerned Vice President for the data that was used in the research or study. The request must include the research paper or study to be published and the previous approvals obtained to conduct the research.
2. The office of the concerned Vice President reviews the request. In case of non-approval, the applicant is notified of the rejection of the request with an explanation of the reasons for the rejection. In case of approval, the request is sent to the Chief Strategy and Development Officer for final review.
3. The Office of Strategy and Development reviews the request and ensures that what will be published represents the University correctly, while ensuring that it is free of any sensitive or confidential data or potential risks associated with publication.
4. Based on the review, the applicant is notified of the rejection or approval.

Figure 3: Flowchart of Procedures for Requesting to Publish the Results of a Study or Research



5. Use of Data in Scientific Research

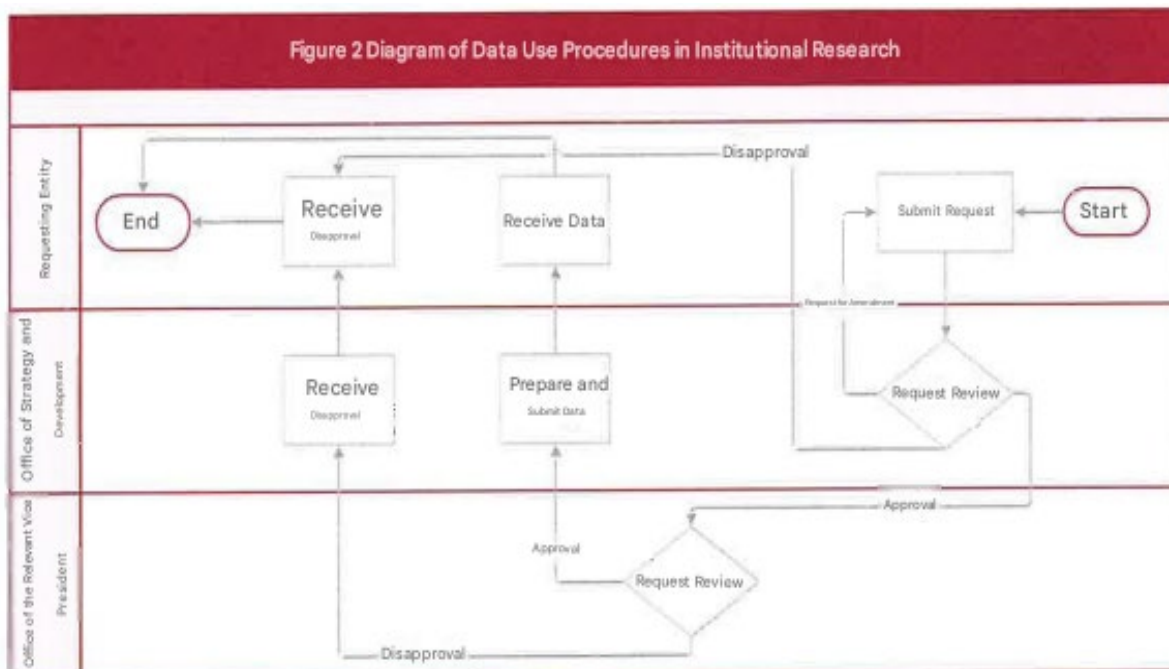
When wishing to use institutional data to conduct scientific research for the purpose of publication, prior approval must be obtained from both the concerned Vice President for the data to be used and the Chief Strategy and Development Officer.

Steps for Requesting Approval to Use Data in Scientific Research:

1. The applicant sends a request to use institutional data in conducting scientific research for the purpose of publication to the Office of Strategy and Development for approval. The request must include the approval from the Institutional Review Board (IRB) and a summary of the research proposal, including the data to be used, the target research questions, or the hypotheses to be tested.
2. The Office of Strategy and Development reviews the request and ensures that the research and the data to be used are consistent with the University's policies and requirements, and that the research questions or hypotheses are suitable for external publication. In case of non-approval, the requesting party is notified of the rejection of the request.
3. In case of approval by the Chief Strategy and Development Officer, the request is forwarded to the concerned Vice President for the required data, to request approval.
4. The office of the concerned Vice President reviews the request and informs the Office of Strategy and Development of the approval or rejection, with an explanation of the reasons for rejection.
5. In case of approval, the Office of Strategy and Development shares the data with the applicant, clarifying the following:
 1. Terms of use of the data.
 2. The permissible time period for using the data.
 3. Obligations related to data protection and confidentiality.

4. Procedures to be followed at the end of the research or study.
6. In case of non-approval, the requesting party is notified of the rejection of the request.

Figure 4: Flowchart of Procedures for Using Data in Scientific Research for Publication



6. Definitions:

Term	Definition
The University	Qatar University
The President	The President of Qatar University

Institutional Data	Data created or collected by the University through its various activities and operations, in all its forms, whether printed, electronic, audio, or visual, in addition to backups and archives. This includes, but is not limited to, data and information related to students, employees, teaching and learning processes, research management, finance, procurement, and facilities. This excludes data resulting from scientific research and data published on the University's official website.
Personal Data	Data about an individual whose identity can be determined in a specific manner, or can reasonably be determined, whether through that data or through any other data combined with it.
Data User	Any individual or entity, whether inside or outside the University, who is granted the right to access institutional data for the purpose of viewing, analyzing, processing, or achieving other specific purposes by the data controller, in a manner consistent with the approved policies.
Official Communication Channels	The means and technologies approved by the University for the exchange of information and data which ensure the documentation of the exchange process and maintain the confidentiality and security of the data. These channels include the University's official email, secure data exchange platforms

	such as SharePoint, and other internal systems of Qatar University designated for communication.
External Parties	Any entity or body that is not subject to the organizational and legal structure of Qatar University, whether it is a governmental, private, international, or other educational institution, or independent individuals.
Scientific Research	A systematic investigation into a subject using a recognized scientific methodology with the aim of producing new knowledge and contributing to the advancement of science/knowledge.
Institutional Research	Research that uses institutional data to support institutional planning, policy formulation, and decision-making.