**Council of Yukon First Nations (CYFN) Education Department**

**Data Strategy**

1. **Section 1: Data Collection** 
   1. CYFN Education Department will not collect names or any other contact information in connection to education data.
   2. Surveys initiated by CYFN: distribution and collection of surveys will be facilitated by CYFN personnel with cooperation from First Nations Education Commission and the various Yukon First Nations councils.
      1. *Parent and Student Satisfaction Survey*: Individual level data containing information about personal level of satisfaction with current education system.
      2. *Parent Engagement Survey*: Individual level data containing information about parents’ engagement in their children’s learning experience.
   3. Data not directly collected by CYFN personnel
      1. *Education statistical data*: Yukon Department of Education (See Appendix)
         1. Demographic information
         2. Educational Achievement
      2. *Identification*: Yukon First Nations (YFN)
      3. *Further Data*: CYFN retains the right to collect and request other relevant data in the future with approval from FNEC (See Appendix)
2. **Section 2: Data Usage & Purpose**
   1. Data will be used to provide a cross-sectional statistical information regarding education in the Yukon for YFN students.
   2. Data may be used to assist in directing education policies to increase the learning experiences of YFN students.
   3. Data will be used to publish reports internally and publically to support CYFN, and YFN, activities concerning education based programs and policies of YFN Students.
3. **Section 3: Data Storage**
   1. Storage Format and Location:
      1. Data collected by CYFN Education Department’s personnel will be retained at CYFN in digital format.
         1. Backup copies of all data is to be made and retained at an offsite storage facility to be determined by CYFN Education Department’s Director.
      2. All hardcopies of raw data collected will be transposed into digital format, after which the hardcopies are to be disposed of in an appropriate manner (see Section 7).
      3. Data provided by Yukon Department of Education will be retained at CYFN in digital format in the original format it was received by CYFN.
      4. Data provided by YFN councils and communities will be retained at CYFN in digital format in the original format it was received by CYFN.
   2. Duration of Storage:
      1. Data collected by CYFN Education Department’s personnel is to be retained at CYFN for minimum of 30 years.
      2. Data provided by Yukon Department of Education will be kept CYFN minimum of 30 years.
      3. Data provided by YFN councils and communities will be kept at CYFN for minimum of 30 years.
4. **Section 4: Data Access** 
   1. Security:
      1. Requests for access to raw and aggregate data retained by CYFN Education Department will be facilitated by CYFN Education Department’s personnel
         1. Final approval for data requests must be given by the CYFN Education Department’s Director and FNEC in agreement with leadership.
         2. In event where there is no CYFN Education Department Director, and/or FNEC then approval for data requests must go through leadership.
      2. Access to raw and aggregate data can be provided internally to CYFN personnel upon request with appropriate approval (See Section 4.1.1) under the condition that no individual identifying data is provided for publication purposes (See Section 5: Data Publication).
      3. Contractors can be provided access to raw and aggregate data upon request as deemed necessary with appropriate approval (See Section 4.1.1) under the condition that individual identifying data is not published under the work being done by the contractor (See Section 5: Data Publication).
      4. Access to raw and aggregate data can be provided to YFN councils and communities upon request with the condition that no individual identifying data is provided for publication purposes (See Section 5: Data Publication).
      5. Access to aggregate data can be provided to other external facilities (organizations) upon request as deemed necessary with appropriate approval (See Section 4.1.1).
   2. Data Access Location
      1. Raw data can be accessed at CYFN on site, and externally with approval (See Section 4.1.1).
5. **Section 5: Data Publication**
   1. All data that is published and made available to the public must be done in accordance with laws and regulations regarding privacy.
      1. No individual identifying data will be published.
      2. All data will be displayed in the aggregate.
      3. No aggregate data that contains less than 10 individuals will be published unless;
         1. A 3 year data period be cumulated in order to generate a bigger pool of individuals for the aggregate. In cases where this still does not generate aggregate data that contains more than 10 individuals, it will not be used in publications.
   2. Any publications using the above listed data (See Section 1: Data Collection) will be processed through CYFN and FNEC for Approval.
   3. For publication of data regarding specific YFN communities, approval for publication will be processed through CYFN and the respective communities’ leaders.
   4. All YFN governments and FNEC will receive presentations and copies of any publications produced through the use of CYFN Education Department’s data.
6. **Section 6: Data Retention** 
   1. Data will be retained at the individual level (raw data in digital format) where available.
      1. For data provided to CYFN by external facilities (See Section 1.4), data will be retained at the original level in which it was received.
7. **Section 7: Data Disposal**
   1. Hard copies of survey results and other raw data are to be disposed of appropriately by:
      1. Shredding of documents on site at CYFN
      2. Using CYFN approved sensitive information disposal protocol
   2. Any digitally stored data that needs to be disposed of will be deleted on all platforms and servers.
8. **Section 7: Data Ownership**
   1. In accordance with “Ownership, Control, Access and Possession of Data (OCAP),” ownership of data regarding First Nations communities is held by the community in question.
   2. CYFN and its Education Department will act as a liaison for YFN Education Data, retaining the data, while coordinating access and its use with the approval from FNEC and the involved communities.

**Appendix: Data Request**

1. Enrolment Demographic:
   1. Number of YFN & Non-FN, by each grade
   2. YFN & Other Aboriginal, by Gender, by each grade
   3. YFN & other aboriginal, by First Nations
2. Attendance:
   1. Average absence days per school year FN and Non-FN, by Rural and Urban
   2. Average absence days per school year FN and Non-FN, by each grade
3. Individualized Education Plans:
   1. Number of IEP by FN and Non-FN, by each grade
4. Boehm Spring:
   1. Non-FN and FN, percent results
5. EYE Spring:
   1. Non-FN and FN, percent results
6. Foundations Skills Assessment (Reading, Writing, Numeracy):
   1. Grade 4 Non-FN and FN, percent results
   2. Grade 7 Non-FN and FN, percent results
7. British Columbia Provincial Exam:
   1. FN and Non-FN, percent passed
   2. FN and Non-FN, Average Grade
8. Yukon Achievement Test (Reading, Writing, Numeracy):
   1. Grade 4 Non-FN and FN, percent results
   2. Grade 7 Non-FN and FN, percent results
9. Progression of students:
   1. FN and Non-FN dropout/withdrawal rate, by grade & gender
   2. FN and Non-FN Six-Year Completion rate, by gender
10. Graduation Rate:
    1. FN and Non-FN graduation rate, by urban and rural
    2. FN and Non-FN Graduation rate, by gender

\* The above listed requested data to Yukon Education is only applicable to the request made for school year 2013-2014. CYFN retains the right to request additional data as deemed necessary.