

## **Time Analysis Survey – Data Privacy Framework**

### **1 Background**

- 1.1 The University Grants Committee (UGC) has published the Cost Allocation Guidelines (CAG) in September 2015 to help universities ensure that there is no cross-subsidisation from UGC resources to non-UGC-funded programmes / activities.
- 1.2 In accordance with the requirements of the CAG, the purpose of the Time Analysis Survey (Survey) is to collect the time spent by academic, teaching and research staff (Academic Staff) on institutional activities (i.e. activities that consume institution resources and / or time) through a time allocation process. The information will facilitate the apportionment of Academic Staff costs /other relevant costs to UGC or non-UGC votes. The approach for the Survey is based on statistical sampling of Academic Staff who will be asked to provide their time spent on institutional activities for certain period of time.
- 1.3 In observing the guidelines stipulated in the Privacy Policy Statement of the University, the following is the data privacy framework (Framework) for handling timesheet data collected for the Survey. The Framework is organised according to the six Data Protection Principles specified in *The Personal Data (Privacy) Ordinance*.

### **2 Purpose and manner of collection of timesheet data**

- 2.1 As a minimum requirement of the CAG, the Survey should be conducted at least three (3) times in each financial year, with each Survey covering a period of two (2) weeks. A representative sample of Academic Staff will be selected to input their time spent on institutional activities.
- 2.2 An Academic Timesheet System (TSS) is developed for the collection of timesheet data from Academic Staff.

### **3 Accuracy and retention of timesheet data**

- 3.1 The timesheet data will be input and checked before submission by Academic Staff. The timesheet data will also be reviewed and endorsed by the supervisor of Academic Staff.
- 3.2 The timesheet data will form the basis for allocating the Academic Staff costs/other relevant costs to the UGC or non-UGC votes, which will affect the figures in the annual Financial Report of the University.
- 3.3 Three months after the approval of Financial Report by the Council and its submission to the UGC, staff personal identifiers (namely staff ID, name, email address, extension number, etc.) of the timesheet records will be masked or erased in the TSS. Only anonymous timesheet data will be kept for future reference and support of the figures in the Financial Report.

### **4 Use of timesheet data**

- 4.1 The timesheet data collected will only be used for the cost allocation process of Academic Staff costs/other relevant costs to UGC or non-UGC votes, in accordance with the requirements of the CAG.
- 4.2 The timesheet data will normally be aggregated and analysed at the University level. As per UGC, the University is not required to submit the timesheet data to UGC. However

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the University has to maintain verifiable time analysis data and documentary evidence for the cost apportionment to the UGC or non-UGC segments.

- 4.3 The timesheet data is not intended to serve as staff attendance records, nor be used for staff performance evaluation. The Personnel Office will not have access to the timesheet data.

### **5 Security of timesheet data**

- 5.1 The TSS and its timesheet data is hosted in the servers of the University which are centrally managed by the Office of Information Technology (ITO).
- 5.2 Only authorised users can have access to the TSS through the University Portal (BUniPort). The access right to TSS is granted on a need-to-use basis. This includes:
- a) Academic Staff, who are sampled to participate in the Survey, and their designated delegates can input, update and print the timesheet data during the Survey period;
  - b) Supervisors of Academic Staff sampled for the Survey can review and endorse the timesheet data during the Survey period;
  - c) Designated Finance Office (FO) staff, who are responsible for administration of the Survey and use of the timesheet data for cost allocation, can review and use the timesheet data; and
  - d) Designated ITO staff have access to the TSS for the provision of technical operational support and data administration service.

### **6 Information to be generally available**

- 6.1 Timesheet data inputted by Academic Staff is stored in the TSS. However, three months after the approval of Financial Report by the Council and its submission to the UGC, all staff information will be masked or erased in the TSS.

### **7 Access to timesheet data**

- 7.1 Timesheet data is inputted by sampled Academic Staff. During the Survey period, the Academic Staff can input, view and update his/her timesheet data in the TSS. Academic staff can also print a report on their completed timesheets for their own record.
- 7.2 After completion of the Survey, the access right of the Academic Staff to the TSS will expire. The Academic Staff may send a written request and authorisation to FO if he/she wants to retrieve his/her timesheet data for the current financial year from the TSS after the completion of the Survey. FO will then seek the assistance of ITO to retrieve provide the timesheet data to the Academic Staff concerned.
- 7.3 The Academic Staff may request for the correction of timesheet data after completion of the Survey but the amended timesheet data will have to be reviewed and endorsed by his/her supervisor. To meet the tight timeline for the preparation of the Financial Report, the amended timesheet data, which has been endorsed by the supervisor, must reach FO before end May of the relevant financial year.

### **8 General enquires**

- 8.1 If you have any questions about this framework, please contact the FO Financial Systems Section by email at [fo-cag@hkbu.edu.hk](mailto:fo-cag@hkbu.edu.hk).