

McGill University Enrolment Services – **Student Census Governance & Request Form**

Student Census data results are available in bi-annual [Senate reports](https://www.mcgill.ca/senate/files/senate/09_d20-59_student_demographic_survey.pdf) and on the [Equity at McGill](https://www.mcgill.ca/equity/) website. Before making a formal request for access to data from the Student Census, please check the publicly available reports. If the information required is not publicly available, a formal request for access to data from the Student Census can be submitted to the Registrar using the form below.

**Principles**

**Privacy, confidentiality, and security** – McGill University is committed to protecting privacy and safeguarding personal information in accordance with Quebec privacy law. Data from the Student Census is masked when cell sizes are < 5 to protect privacy, in these cases data fields are left blank. Identifying data from the Student Census is kept strictly confidential, is used for operational purposes only, and is not used or shared outside of McGill.

**Rationale for data collection** – Equity, diversity, and inclusion are at the core of our mission. The data from the Student Census allows us to better understand the composition of our student body, to inform data-driven operational decision making, to address identified areas of underrepresentation, as well as to assess and adapt our efforts to enroll and support students in line with the [Final Report of the Provost’s Task Force on Indigenous Studies and Indigenous Education](https://www.mcgill.ca/provost/files/provost/final_report_-_clean_-_270617.pdf), McGill’s [Equity, Diversity, and Inclusion Strategic Plan 2020-2025](https://www.mcgill.ca/equity/files/equity/mcgill_strategic_edi_plan_2020-20251.pdf), and McGill’s [Action Plan to Address Anti Black Racism](https://www.mcgill.ca/provost/files/provost/action_plan_to_address_anti-black_racism.pdf). We also recognize that we are best able to anticipate and meet the needs of our students when we understand who our students are.

**Use of data** – Data from the Student Census is used exclusively for internal operational purposes and is not to be used or shared for any other purpose, including research.

**Limit collection of demographic data** –Best practices for surveying sensitive information such as demographic information cite standardization and centralization of survey instruments to a single point of collection. Repeated surveying of demographic data is discouraged, and the data collected centrally should be used to meet operational needs whenever possible.

**Analysis and continuity** –Contextual considerations and interpretation guidance may be appended to approved requests for data from the Student Census. Users must carry forward such analysis in reports that rely on the data requested.

**Making a request for student census data**

Faculties, administrative units, and student leaders can request more granular data than what is publicly reported (e.g. department level) for operational purposes only and in pursuit of EDI objectives. The following guides such requests.

**How to make a request** –Demographic data requests are submitted to Enrolment Services by completing the form below and submitting to: EDI.ES@mcgill.ca. Include the information requested, why it is being requested, and what it will be used for. If you are not sure what data fields may be available, contact the email to seek guidance in preparing your request.

**How data can be used** –Data can be used for operational purposes only and not for any other purpose, including research or to affect any academic evaluation or disciplinary action. Users must carry forward contextual analysis provided by Enrolment Services in reports where the data is used.

**How to store and share data** –Data can only be stored on secure McGill University servers and shared via McGill communications platforms (e.g. Teams, McGill email). Data may not be shared from or to personal email accounts.

**Review and approval of requests** – All requests for data from the Student Census are subject to review and require approval by the Registrar. Updates will be sent using the submitted contact information.

**Data fields –** The Student Census collects data on gender, sexual orientation, disability, racial and/or ethnic identity, Indigenous identity, educational attainment of parents or guardians, financial support, youth in care, student caregivers, refugee status, and religion/spirituality. See the appendix of the bi-annual [Senate reports](https://www.mcgill.ca/senate/files/senate/09_d20-59_student_demographic_survey.pdf) to see the full list of data fields.

**Data filters** – The Student Census data reports can be filtered by degree type, degree, program, department, faculty, gender, new or returning students, full-time/part-time status, domestic and international status, citizenship/residency, and university year.

For more information and questions about the Student Census, requests for data, or governance policies please contact: EDI.ES@mcgill.ca.

**Student Census data request vs. SIS report request** –Student Census data requests should be made for data elements collected on the Student Census (e.g. gender, sexual orientation, racial and/or ethnic identity, Indigenous identity, etc.), for this information please complete the request form below. Data reports on elements such as enrolment stats, admissions stats, registration stats, etc., should instead be requested through a SIS report, to request an SIS report please contact: sisreport@mcgill.ca

**The Student Census excludes students from** –The School of Continuing Studies’ Lifelong Learning. Also excluded are Students on Leave of Absence, and Quebec Inter-University Transfer.

**Student Census Data Request Form** –Submit to**:** EDI.ES@mcgill.ca.

Name:

Title:

Department:

Contact Information:

Application Date:

Deadline (when data is needed):

Reason(s) for request:

Plan(s) for data (how the data will be used):

Please indicate any specific data field(s) and/or filter(s) you are requesting:

I agree to comply with all McGill University data governance policies

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_