

# Data Management Policy

This document outlines Mental Health First Aid's (MHFA) Data Management Policy, effective September 21, 2021.

## Data Access

The following people may request data:

- Certified Instructors in the Adult, Youth or teen MHFA programs.
- Coordinators for the Adult, Youth or teen MHFA programs.
- Individuals who have an explicit connection to an MHFA program through certified Instructors or funding sources for Instructors.

Requestors must submit data requests using the [External Data Request Form](#).

## Data Privacy and Access

To meet data privacy expectations by National Council for Mental Wellbeing member and non-member organizations, internal staff and customers, MHFA course and participant data is provided in an aggregate format.

Detailed data may only be requested if the following terms are met:

- The data was requested via the proper form.
- The requestor is the certified Instructor, Coordinator or funding provider for the course.

## Instructor Lists

Instructor data will only be provided for:

- Instructors that grant MHFA permission to share their information publicly.
- Instructors for whom the requestor coordinates.
- Instructors the requestor funds.

## Evaluations

Evaluation reports are available in MHFA Connect, and instructions for accessing them are in the MHFA Connect User Guide.

Instructors may only pull evaluation reports for courses in which they were the primary Instructor. Data for courses where they were the secondary Instructor may be obtained from the primary Instructor or through the Data Request Form.

Evaluation data for courses taught prior to the launch of MHFA Connect may be requested via the Data Request Form.

## Exceptions

Any exceptions to this policy must be approved in advance by the MHFA Senior Director of Business Operations.