

Proper Use of Institutional Data
Office of Information Technology
Southern Connecticut State University

This policy defines guidelines, criteria and conditions for the use of institutional data. This policy applies to all users of Southern Connecticut State University information technology resources regardless of affiliation, and irrespective of whether those resources are accessed from on-campus or off-campus locations.

A. Institutional Data

Although all data captured using university assets are resources of the university, they vary in their relevance to the university's administrative processes. This policy is intended to apply to those data which are critical to the university's operation, regardless of whether the data is used or maintained by administrative or academic units. The types of institutional data that are covered by this policy include but not limited to:

1. Accounts Receivable
 - a. Bursar account
 - b. Student fee assessment
 - c. Student deposits and account balance
 - d. student fee income attribution
 - e. Income attribution reports
2. Financial Aid
 - a. Aggregate Aid Data
 - b. Aid Packaging and Disbursement Data
 - c. Eligibility Monitoring Data
 - d. Federal, State, Private, and Institutional, Award Data
 - e. Financial Aid Application Data
 - f. Historical Data
 - g. Need Analysis Data
 - h. Student Loan
3. Financial Management
 - a. Accounts Payable Data
 - b. Capital Assets Data
 - c. Contract and Grants Data
 - d. Investment Data
 - e. Travel Expense Data
 - f. Budget
4. Purchasing
 - a. Accounts Payable Data
 - b. Purchase Order Data
 - c. Requisition Data
 - d. Vendor Data
5. Physical Facilities

- a. Equipment Inventory
 - b. Building blue prints
- 6. Academic Advising
- 7. Academic Programs
 - a. Curriculum Data
 - b. Academic Calendar
 - c. Promotion and Tenure
- 8. Admissions (undergraduate and graduate)
 - a. Admissions Data
 - b. Checklist Data
 - c. College & High School Code Data
 - d. Prospect Data
- 9. Registrar (student)
 - a. Census Data
 - b. College & High School Code Data
 - c. Course Inventory Data
 - d. Current Enrollment Data
 - e. Degree Data
 - f. Demographic Data
 - g. Historical Enrollment Data
 - h. Schedule of Classes Data
 - i. Test Score Data
 - j. Degree Audit
 - k. Enrollment Summary
 - l. Class rosters
- 10. Institutional data
 - a. Retention data
 - b. Graduation rates
- 11. Library
 - a. Acquisitions
 - b. Catalog
 - c. Circulation
- 12. Sponsored Research and Grants
- 13. Student Affairs
 - a. Orientation Data
 - b. Career Services Data
 - c. Judicial Affairs Data
 - d. Disability Resource Center Data
 - e. Health Services Data
 - f. Housing and Residence Halls room assignment
 - g. Veteran Affairs
 - h. Tutorial Services
- 14. Campus Safety
 - a. Key/Access code assignment
 - b. Video surveillance recording
 - c. Emergency/incident responses and reports

- d. Crime statistics
- e. Parking Services – Vehicle registrations
- 15. Alumni and University Advancement
 - a. Contact information
 - b. Donation History
 - c. Wealth information
 - d. Community data
- 16. Employee (Human Resources)
 - a. Benefits
 - b. Employee demographic
 - c. Payroll
 - d. Labor relations/Union contracts
 - e. Performance review
 - f. Hiring related data
 - g. Complaints/grievances
- 17. Diversity
 - a. Historical demographic data
 - b. Hiring related data
 - c. Complaints/grievances
- 18. Athletics
- 19. Information Technology

B. Data Stewards

Data stewards are data managers who located in functional offices across the university, and are responsible for receiving and assessing requests for access to university information systems and databases in accordance with policies and guidelines established by the Data Stewards Committee. Data stewards are also responsible for ensuring that users receive orientation and training as dictated by the requirements of the particular data subject area to which they are assigned.

The following table shows the ten administrative functional areas of the university and the primary data stewards for each area. The primary data stewards are responsible to designate data managers for sub-functional areas that are under their respective jurisdictions.

Alumni Affairs and Development Data	Vice President for Institutional Advancement
Facilities Data	Associate Vice President for Capital Budgeting and Facilities Operations
Financial Data	Executive Vice President for Finance and Administration
Human Resources Data	Associate Vice President for Human Resources and Labor Relations

Information Technology Data	Chief Information Officer
Student Records	Associate Vice President Academic Student Services
Planning, Assessment, and Academic Program Data	Associate Vice President for Assessment, Planning, and Academic Program
Academic Affairs, Research and Sponsored Program Data	Provost and Vice President for Academic Affairs
Student Services Data	Vice President for Student and University Affairs
Diversity Data	Director of Diversity and Equity Programs

C. Access Institutional Data

- Eligibility

All employees are eligible to access institutional data in support of their conduct of university business.

- Permission

The data steward establishes standard rules, guidelines, and "profiles" for data access; also makes the recommendation/decision about any individual request to access data.

Where appropriate, data stewards may identify institutional data elements or forms which have no access restriction whatsoever and which may be released to the general public. These data will be designated as public data. Where necessary, data stewards may specify some data elements as limited-access. Limited-access data would include those data for which data users must obtain individual authorization prior to access, or to which only limited access may be granted. Data classified as limited-access may only be used by those whose positions explicitly require such access. The access level can be read-only or write-enabled.

To obtain the permission to limited-access data, the data users should fill out the Institutional Data Access Request Form and submit the request to the appropriate data steward.

The appeal to a negative recommendation may be submitted to the Chief Information Officer. The CIO will forward his/her recommendation to the primary data steward of the functional area for a final decision.

- Proper Use

All data users are expected to adhere to standard professional rules, regulations, and applicable laws:

- ✓ Access institutional data only in the conduct of university business
- ✓ Only access the data needed to perform the job,
- ✓ Respect the confidentiality and privacy of individuals whose records may be accessed
- ✓ Observe any ethical restrictions that apply to the data
- ✓ Abide by applicable laws or policies with respect to access, use, or disclosure of information.
- ✓ Take proper actions to secure the data while under possession.

All data users are prohibited to:

- ✓ Disclose data to others except as required by their job responsibilities,
- ✓ Use data for their own or others' personal gain or profit,
- ✓ Access data to satisfy personal curiosity.
- ✓ Use data in the matter outside of the scope approved by the data stewards.

- Review and Audit

A review of the access permissions will be conducted annually at the beginning of the academic year by data stewards for their respective functional areas to ensure data security and privacy protection. The Office of Information Technology will conduct internal audit periodically to ensure data integrity and proper use.

D. Academic Impacts

This policy has no impact on the quality and delivery of academic programs. It has no impact on teaching with respect to both classroom and online environments.

E. Disciplinary Actions

Incidents of abuse or misuse of Southern Connecticut State University information technology resources by members of the University community will be reported to the appropriate administrative offices. Illegal actions involving Southern Connecticut State University information technology resources by members of the university community will be reported to the appropriate local, state, or federal law enforcement agency for investigation and possible prosecution.