

Essex County College College Regulation

REG 2-2 REQUESTS FOR COMPUTER REPORTS AND INFORMATION

Purpose:

To establish guidelines designed to protect the confidentiality and integrity of College data, and ensure that all requests for any manifestation of computer data is properly authorized by the Data Owner of that system and/or database.

Definition(s):

Data Owner: Data owners shall be designated for every system in the College. The Data Owner's primary responsibilities shall be to authorize access and deny access to certain systems and data. The Data Owner is also responsible for data accuracy, integrity, and timeliness. The list of Data Owners may be reviewed and amended at least once every year or as needed.

Data Custodian: Data Custodian oversees the safe transport and storage of data, and is primarily responsible for the safekeeping and ongoing operation of College systems. In most cases, the Data Custodian shall be the Information Technology Department (IT).

Application:

1. Based on the direction of the Data Owner, individual users shall be granted access, by the Data Custodian, to specific systems and databases. The Data Custodian shall also be responsible for implementing requests for computer data as per the procedures outlined in this Regulation. It is the responsibility of the Data Owner to ensure data is accurate. To maintain data integrity, the Data Custodian will not make any direct changes to data in systems or databases. The Data Owner must make changes using the system or database user interface.
2. Scheduled 'Production' reports and data downloads shall be produced and controlled by the Data Custodian. They will be delivered only to those individuals authorized by the data owner of that system and/or database.
3. Unscheduled 'ad-hoc' reports or download requests shall be authorized by the appropriate Data Owner. All efforts should be made by the requestor to submit special requests to the Data Custodian with enough lead-time for incorporation into the normal monthly production schedule.

Responsible Official(s):	Reference:
Regulation History: App. 8/93, Rev. 10/01, 7/11, 3/17	Attachment(s):