



ADMINISTRATIVE PROCEDURE

Procedure for Responding to Requests for University Information from 3rd Parties including the Media and LDS Church Entities

Procedure Contents

- Related Policy
- Entities Affected
- Procedure
- Forms/Instructions
- FAQ
- Related Information
- History

Effective Date: 22 October 2012

Last Updated: 22 October 2012

Responsible University Officer:
VP Technology/CIO

Procedure Owner: J. Kelly Flanagan
(responsible for developing, implementing, & managing the procedure)

Procedure Contact: Christine Tolman
(First point of contact for procedure users)

RELATED POLICY: [Information Security and Appropriate Use Policy](#) and [Media Contact Policy](#)

ENTITIES AFFECTED BY THIS PROCEDURE: Any persons with responsibility for responding to requests for university information from 3rd parties including LDS Church entities

PROCEDURE:

NOTE: All requests for university information from the Media are to be directed to University Communications.

1. The Information Steward, in consultation with the Information Trustee determines whether the request should be considered. In doing so, the following should be checked:
 - a. Is the requested information already available through the university *YFacts*?
 - b. Does an Information Sharing Agreement exist to expedite the request? (Check www.info.byu.edu)
2. If the information is neither already available nor approved for sharing, the Information Steward determines whether the requested information is classified as Public, Confidential or Restricted.
3.
 - a. If Public, the Information Steward determines if the release of the information in the form requested (e.g. Web Service, Data Mart or Data Feed) can be approved?
 - i. If yes, may similar requests be expedited in the future?
 1. If yes, the Information Steward prepares a "Standard" Terms of Use for inclusion in this and future Information Sharing Agreements for similar requests.
 2. If no, the request is handled the same as a request for Confidential or Restricted information.
 - b. If Confidential, or Restricted, the Information Steward prepares an Information Sharing Agreement specifying the "Unique" Terms of Use.
4. The Information Steward then forwards the Information Sharing Agreement, with terms of use specified (either Standard or Unique) to the Office of the General Counsel which will prepare a contract, attach the Information Sharing Agreement, and forward the packet to the Requester for consideration.

5. If the Requester accepts the terms of the contract and the Information Sharing Agreement, he/she will return the signed contract and the Information Sharing Agreement, signifying acceptance of the terms, to the Office of the General Counsel.
6. The Office of the General Counsel informs the Information Steward that the contract has been approved.
7. The Information Steward works with the Information System Manager, the Information Custodian, or the Information Request Coordinator to release the authorized information to Requester.
8. The Information Request Coordinator adds the approved Information Sharing Agreement to the Information Governance Repository for reference and, if applicable, to expedite future requests if “standard terms” have been approved.

FORMS/INSTRUCTIONS

The key online forms related to this procedure are:

- [Access Request Form](#)
- [Information Sharing Agreement](#)

FREQUENTLY ASKED QUESTIONS

There are no frequently asked questions for this procedure—yet.

RELATED INFORMATION

- [Access to Student Records Policy](#)
- [Access to Student Records Procedure](#)
- [Institutional Assessment and Analysis; Information/Study Request Policy](#)
- [Computer and Electronic Communications General Use Policy](#)

HISTORY

Effective:

22 October 2012

Superseded:

XXXXXXX Procedure