Application for the Creation and Maintenance (or Propagation) of a Shared Electronic Student Data Repository

Date: ……………………………………

1.   Unit or Department Head (name/title): ……………………………………………………………………………

2.   Designated Data Custodian(s) for the unit or department (name/title):

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3. Department: ……

4. Brief description of the purpose of the proposed student data repository, and how it supports the operation and management of programs in your department: …………………………………………………………………

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5.   Describe the type of student data to be stored and the proposed source of the student data (e.g., data transfer from ISIS or another system of record, or student self-reported, etc.) ……………………………………………………

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6. Intended Data Users: ………

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7. How will users indicate their agreement to comply with security and confidentiality requirements related both to FERPA and the database/system? ……………………………………………………………………………………

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8. Will the data be partitioned in order to allow users to view just the data that is relevant to their job duties? Attach and explain the job duties of the individuals who are accessing this data and what areas of the database they will be allowed into. ....

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9. Please indicate the contact to arrange for a security review of the system (usually the designated data custodian): ....

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10: Complete the assessment questionnaire of IT security controls and practices that show data will be protected. (See http://xyz <to be provided by IT security principal>

Completed by:

Department Unit Head: ....

Title: ....

Department Data Custodian: ....

Title: ....

This questionnaire will be reviewed and updated on an annual basis. However, should anything change in terms of data expansion, change in departmental/unit head or data custodian, or change in intent of the user of data, it is the responsibility of the unit head to inform the data owner at the time a change is made.

APPROVALS

Data Owner

Name:

Title:

Date:

Signature: _____
                        (Digital Signature- Send Via Email)

IT Security Principal

Name:

Title:

Date:

Signature: _____
                        (Digital Signature- Send Via Email)