REQUESTS FOR DATA POLICY

BACKGROUND AND PURPOSE

This policy establishes the procedures requesting access to accounts or access to data associated with Computer and Information Systems (CIS). Accounts and data associated with CIS are property of the state and are subject to Open Records Requests.

RELATED POLICIES

Acceptable Use Policy

REQUESTS FOR INFORMATION

All requests not associated with an Open Records Request for information considered to be non traditional electronic data must be made in writing to the Chief Information Officer. After the request is approved by the Chief Information Officer, the request is fulfilled. This includes access to employee electronic accounts and other system related information. A request for this information may be made by the President, the Chief of University Police, Internal Auditor, selected representatives from the University System Office, or a law enforcement organization representing federal, state, or local government agencies.

From time to time a Vice President may make a request to temporally access an employee’s AASU electronic accounts due to illness or an unexpected absence. This access may be granted for a limited time or until the employee returns to work. If this access is granted, the user will be notified by the Chief Information Officer of the access and the passwords will be immediately reset upon the return of the employee.

REVISION HISTORY

New Policy Distribution - July 1, 2009