

NAME: **Policy on Request for Information from  
University Database**  
ISSUING DEPARTMENT Campus Technologies  
ISSUED DATE: 1998  
REVIEWED DATE:  
APPROVING AUTHORITY:  
DATE REVISED: February 2015

### DEFINITION

Campus Technologies (CT) does not own the data stored in databases. Campus Technologies is the conduit for data authorized by the owners of those University electronic assets. The University and Campus Technologies are required by federal and state law to respect the guidelines of confidentiality and the FERPA (Family Educational Rights and Privacy Act) mandates.

### PURPOSE

It is the intention of this policy to outline the procedure for requesting information from University Databases.

### SCOPE

This procedure concerns those requesting information.

### FORMS

N/A

### RESPONSIBILITY

Campus Technologies

### PROCEDURE

The following procedures relate to information requests from offices/people other than owners of the data in general and non-directory information in particular.

1. A request for information will be directed to the owner/authority of the Database. This request for data should be in written form (email is acceptable) stating how the information is to be used in the final form, especially when confidential information (student or employee identification , social security number, home address, birth date, grades or other non-directory information not already available on the web directory) is requested.
2. If a request for information is authorized by the data owner it will be placed on the prioritization request list for the appropriate CT personnel if it cannot be delivered with queries/reports already available to the data owner. Matters of urgency should be referred to the Chief Information Officer. The data owner may also require the authority of the appropriate Cabinet member and/or PASSHE legal to satisfy the request, particularly if the ultimate destination is off-campus or to be used for off-campus activities.

Data Owners

Admissions

Student Information

Student Financial Aid

Student Accounts Receivable

Housing Information

    Residence Halls

    Off-Campus

Sports Roster

Alumni

Accounting/Financial

Budget

Facilities

Purchasing

Faculty Information

Personnel Information

Admissions

Director - Student Registration & Financial Services

Director - Student Registration & Financial Services

Director - Student Registration & Financial Services

Office of Residence Life

Director - Student Registration & Financial Services

Athletic Mentoring

Alumni Relations

Controller

Director of Budget Planning & Purchasing

Associate VP Finance

Director of Budget Planning & Purchasing

Provost Office

Human Resources

DISTRIBUTION

This policy will be distributed through the web and maintained by Campus Technologies.