1. GRANTING ACCESS TO COLLEGE DATA

The supervisor of a data user must make a written request for access to College data with the appropriate data custodian that demonstrates the user’s legitimate interest in the data. The data custodian reviews the request and either denies or approves access to all or some of the data. If access is authorized, the data custodian makes a written request to the appropriate data administrator to grant access.

2. APPEALING A DECISION DENYING ACCESS TO COLLEGE DATA

Members of the College community may appeal any decision that denies access to College data. Appeals are made to the appropriate data owner with authority over the requested data and data custodian.

3. PUBLIC REQUESTS FOR LEGALLY RESTRICTED DATA

Public requests for legally restricted data should be referred to the General Counsel.