1. GRANTING ACCESS TO COLLEGE DATA

A. With the approval of a supervisor, a data user may make a written request for access to College data with a data administrator. The written request will identify the data set requested and demonstrate that the request is consistent with the traditional use of the data set within the parameters of use authorized by the data owner.

B. If the request is consistent with the traditional use of the data set within the parameters of use authorized by the data owner, the data administrator will approve access to all or some of the data. The data administrator will notify the data user of the decision in writing.

C. If the request is outside the parameters of use authorized by the data owner or beyond the scope of the traditional use of the data set, the data administrator will refer to request to the data owner for review and decision. The data owner will notify the data user of the decision in writing.

2. APPEALING A DETERMINATION DENYING ACCESS TO COLLEGE DATA

Data users may appeal a decision that denies access to College data to the Data Appeal Panel as set forth in Section 8 of the Data Governance and Access Policy.

3. PUBLIC REQUESTS FOR LEGALLY RESTRICTED DATA

Third party requests for Confidential Information or Internal-Use Only Data should be referred to the General Counsel.