UNIVERSITY OF GEORGIA
Student Affairs

Student Affairs Data Block Access Policy
Last amended 7/12/17
Last updated 4/2/20

1.0 Overview /Purpose

Data Stewards for The University of Georgia have entrusted the Office of the Vice President for Student Affairs ("OVPSA") to serve as a Trusted Designee for Institutional Data stored in the Student Affairs Data Block. As such, OVPSA is responsible for maintaining a protocol through which access to that data is approved.

2.0 Objective/Purpose

This policy outlines requirements and considerations for granting and revoking data access requests submitted to OVPSA.

3.0 Scope

This policy applies to requests submitted to OVPSA for access to Institutional Data stored in the Student Affairs Data Block.

4.0 Standard

4.1 OVPSA is Responsible for Procedures for Requesting, Approving, and Revoking Access

Each request submitted to OVPSA will be reviewed in consideration of:

- alignment between the purpose for accessing the data and departmental mission;
- alignment between the specific data requested and the defined purpose for accessing the data; and
- other requests submitted in order to minimize duplication of efforts across the division.

Upon completing the review, data access may be approved or returned to the requestor for modification. In cases where access is approved, fulfillment of the request will be prioritized in consideration of:

- scope of the request;
- division priorities;
- competing divisional initiatives; and
- competing institutional initiatives.

OVPSA reserves the right to withhold data for students with an active FEPRA restriction based on the stated purpose of the request.

4.2 Only Authorized Users Shall Access Institutional Data Stored in the Student Affairs Data Block

Only those UGA Student Affairs employees that need the data to perform their job duties or mission, or UGA faculty members or students conducting research related to student affairs, will receive access to the data. Only those employees and affiliates expressly granted access to the data shall access the data, and shall not further distribute the data.

4.3 Data Users Shall Use Institutional Data Responsibly

Data Users must responsibly use data for which they have access including only using the data for its intended purpose and respecting the privacy of members of the university community. Data

Users must maintain the confidentiality of data in accordance with all applicable laws, the UGA *Privacy Policy*, and the *Data Classification and Protection Standard*. Data users who are employees of the University of Georgia must be FERPA certified. Authorized access to data does not imply authorization for copying, further dissemination of data, or any use other than the use for which the user was authorized.

5.0 Enforcement and Implementation

5.1 Roles and Responsibilities

Each department/unit requesting access to Institutional Data stored in the Student Affairs Data Block is responsible for implementing, reviewing, and monitoring internal policies, practices, etc. to assure compliance with this policy.

The Office of the Vice President for Student Affairs is responsible for enforcing this policy and is authorized to create protection standards for Institutional Data stored in the Student Affairs Data Block.

5.2 Consequences and Sanctions

Violation of this policy may incur the same types of disciplinary measures and consequences as violations of other University policies, including progressive discipline up to and including termination of employment, or, in the cases where students are involved, reporting of a Code of Conduct violation.

Violation of this policy may also result in the same types of consequences and sanctions outlined in UGA's *Security Policies, Standards, and Guidelines.*

6.0 Exceptions

Exceptions to the provisions established in this policy may be granted in cases where lack of access would interfere with legitimate academic or business needs.

7.0 Definitions

Data Steward – The individual responsible for Institutional Data. The Data Steward is usually the dean, vice president, or unit head of the university unit that creates or originates Institutional Data.

Trusted Designee – An individual that a Data Steward has authorized as a delegate with the ability to approve access to Institutional Data.

Institutional Data – Those data, regardless of format, maintained by the University of Georgia (UGA) or a party acting on behalf of UGA for reference or use by multiple University units. Institutional Data does not include data that is personal property of a member of the University community, research data, or data created and/or kept by individual employees or affiliates for their own use.

Student Affairs Data Block – Repository of Institutional Data pertinent to work within the Division of Student Affairs.

Access – Flow of information between a store of data and a user, system, or process. A user, system, or process is considered to have access to data if it has one or more of the following privileges: the ability to read or view the data, update the existing data, create new data, delete data or the ability to make a copy of the data. Access can be provided either on a continual basis or, alternatively, on a one-time or ad hoc basis. Transferring any data from one party to another in any medium is tantamount to permitting access to those data.

Data User – An individual that has been authorized to access Institutional Data.

8.0 References

University of Georgia *Privacy Policy*:
http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/privacy

University of Georgia *Data Classification and Protection Standard*:
http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/dcps

University of Georgia *Security Policies, Standards, and Guidelines*:
http://eits.uga.edu/access_and_security/infosec/pols_regs/policies

University of Georgia FERPA Information and Employee Certification:
https://apps.reg.uga.edu/FERPA/

Student Affairs Data Block Access Request Form:
https://ugeorgia.qualtrics.com/SE/?SID=SV_0NXEDYRzHxi7gRT

Demographics
- Name
- Gender
- Ethnicity
- Race
- Age
- Veteran Status
- Citizenship
- Marital Status
- Religion
- First Generation Status

Contact Information
- Local Address
- Permanent Address
- Phone
- UGA Email Address

Academic Performance
- GPA
- Honors Program Membership
- Academic Standing
- Hours Enrolled for Current Semester
- Total UGA Hours Earned
- Cumulative Hours Earned

Academic Details
- Class Level
- Program Level
- Matriculation Term
- School Code
- Major
- Expected Graduation Term
- Graduation Indication
- Last Date Enrolled