Procedures for User Access Privilege to Institutional Data

December 2014

Reference: Policy 08:13:12

Access to applications and college information is granted based on an individual's relationship with the College and the individual's job responsibilities. Managing user account access is a continual process and vital to the security of information systems.

Definitions:

Data Custodian- individual responsible for overall management of the use of institutional information that is deemed sensitive, whether in electronic form or hardcopy

Information System Administrator- individual responsible for the administration of access security controls; the information system administrator is the only authorized user allowed access to grant, review, deactivate, update, and/or terminate account access to a particular information system (e.g. Banner or a third-party product such as SciQuest) Note: a data custodian and information system administrator may be the same individual in some cases. Note: this is not necessarily the individual who performs technical systems administrator functions.

Procedure:

All systems and files that contain confidential or sensitive information must have a data custodian; each department must identify all sources of confidential/sensitive information and assign a data custodian to each source. HelpDesk will be notified as data custodians are identified for each source.

Data custodians will be added to the email distribution list "datacustodian-l@listserv.pstcc.edu" maintained by Information Services. Key Information Services technologists including HelpDesk will be included in this distribution list.

The data custodian and the user share the responsibility of preventing unauthorized access to PSCC information systems. The data custodian will analyze user roles and determine level of access required to perform a job function. The level of authorized access must be based on the principle of least privilege.

Managers will notify Information Services of personnel status changes in job function, status, transfers, referral privileges, and/or affiliation through an email to the list datacustodian-l@listserv.pstcc.edu or to HelpDesk.

Human Resources will notify Information Services of all terminations and personnel transfers to different departments as the transfer occurs through mail to "datacustodian-l@listserv.pstcc.edu".

User authorization for access to confidential or sensitive information shall be reviewed and revised by the data custodian regularly. Access to an information system must be reviewed at least annually.

The information system administrator must review user access to the information system and address issues with the data custodian.

The data custodian will request update of the information system access no more than five (5) business days after being notified of terminations and no more than thirty (30) days after other personnel status changes.

Examples:

-Banner access to various screens will be granted by data custodian who will authorize Information Services staff to grant the appropriate access privileges

-other software systems (e.g., Raisers Edge, Touchnet, eVisions, SciQuest...) have designated data custodians/information system administrators

-Access to departmental shares, mail distribution lists, shared mailboxes is requested by an email to HelpDesk; updates and list of usernames with access can be generated upon request.