

- I. Pellissippi State respects the right to privacy when using college computer systems and related equipment within the context of local, state, and federal laws and regulations. To facilitate this right, the president of the College must approve any request for access to a current or former employee's account. Such accounts include, but are not limited to, email accounts, administrative accounts, etc. All requests by individuals who are not owners* of a particular account must be made in writing and approved by the president of the College prior to manipulation of any account by College personnel. This policy is adopted not only to protect the privacy of the individual users, but also to protect Pellissippi State from possible legal liability. Any information requested and subsequently released should be considered confidential, and disclosure of this information to unauthorized individuals could result in legal liability. Additionally, if information is discovered through this process that might violate TBR Policy and Guidelines, state law, federal law, etc., the director of Internal Audit must be notified and an investigation may result. Failure to provide information concerning violations of state or federal law could result in an individual being charged as an accessory after the fact to the violation of the law.

- II. To gain information about or access to or to inquire within any other owner's account, the inquiring non-owner must complete Attachment A requesting the account manipulation. Attachment A must be signed by the requesting non-owner. Attachment A must provide written justification for account manipulation. If the non-owner wishes access to archived files, additional justification must be provided. Reasons for inquiries in archived file(s) include, but are not limited to, suspicion of criminal activity, suspicion of violation of TBR Policy and Guidelines, etc. The requesting non-owner must submit this form for approval to the president of the College; and, if approved, the President will in turn transmit the form to the director of Network and Technical Services. Upon the approval of the president of the College, the owner has the right to be notified by Network and Technical Services of inquiry activity and the reason for which it was requested. Exceptions to this notification right exist in the case of potential obstruction of any investigation. The president of the College and the TBR Office of General Counsel must approve all exceptions to the right of notification. Network and Technical Services, upon gaining the required approvals and making appropriate notifications, will take any necessary steps to provide the requested information and will maintain a file of all requests granted.

Additionally, when a request is made, a reasonable charge for providing the information may be assessed to the requesting non-owner.

* "Owner" is defined as the person to whom the account is listed by name.

Approved: President Allen G. Edwards, February 10, 2003

Approved: President's Staff, June 6, 2005

Reviewed/Recommended: President's Staff, April 16, 2007

Approved: President Allen G. Edwards, April 16, 2007

Reviewed/Recommended, no changes, President's Council, November 25, 2013

Approved: President L. Anthony Wise, Jr., November 25, 2013

