Ownership and Use of Data

Data and Information stored and maintained on the University's computers belongs to the University and its dissemination and use should comply with policies set by the University.

The University recognizes that access to information facilitates better and faster decision making, improves effectiveness, saves time, and most importantly provides all university constituents with consistent and up-to-date information. Therefore the University encourages access to information by all its constituents as long as it's doesn't violate required security, doesn't jeopardize the integrity and accuracy of the data, and protects individuals' right to privacy.

Users with permission to access any part of the University's information repository may not disseminate any information to non authorized users within the University or to outside persons or organizations without the prior permission of the data custodian.

While the University is the owner of the information stored on its computers, the data custodian is responsible for specific components of the information repository. Data custodians are department directors or chairs or their designees who have primary responsibility for operating computer systems that manipulate logical entities of the university's data base. Their responsibilities include:

- to authorize data access to users
- to enforce data security
- to prevent unauthorized dissemination of data
- to ensure data accuracy
- to authorize update, add, and delete data access privileges

Data users are responsible for notifying data custodians when they suspect or realize that the data they are retrieving is incorrect.