



# POLICY

Category	
<b>9-02 Electronic Data Security</b>	
Approval	
LC Approved: 3/30/12	
Effective Date: 3/30/12	
Revised:	
Responsible Party: Executive Director of Information Technology	

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## Policy Statement

All access to computer data shall be controlled by the Information Technology (IT) Department

1. The appropriate division or department shall be assigned the responsibility for determining access to its computer data.
2. Persons desiring to access computer data shall have the approval of the appropriate division or department responsible for the application area. Each supervisor shall be responsible for notifying the IT Department via email to [ithelpdesk@wsutech.edu](mailto:ithelpdesk@wsutech.edu) whenever there is a change of job status of an individual having a password for online access to data.
3. Except for generic computer logins, individual passwords shall not be shared with any other person.
4. Access to student education records shall be restricted to those employees with legitimate educational interests, as outlined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, et seq. Employee access shall be further limited only to the records of those students for whom the employee has a legitimate educational interest. Access will be monitored to ensure compliance with FERPA.
5. Every effort will be made to secure sensitive electronic data, especially employee and student records, wherever and however it is accessed.
6. All employees are required to promptly report any electronic data breaches, computer security issues or network vulnerabilities to the IT Department.