



**Office of Human Resources**

**Policy Memorandum 18**

**Date: January 9, 2015**

Access to Data Systems by 3<sup>rd</sup> Parties and Non-Employees

In order to ensure the confidentiality of student and employee information and in order to remain in compliance with all applicable privacy laws, including federal, state, and local laws, rules, and regulations, Nunez Community College has the following policy on access to the College's data management system:

Direct access to any College database or data management system, including both student and employee records, is limited to **only** Nunez Community College employees. While data sharing may be appropriate with third parties and non-employees, direct access to any College data management system will not be allowed.

Any third party, non-employee on campus (i.e., including but not limited to employees of Adult Education, bookstore, and Methodist Health Center) who provides services to students and/or employees will be provided necessary information through the appropriate offices or departments on campus upon request. Requests for such information can be made to the department head where the data resides.

In extraordinary circumstances, the Chancellor of Nunez Community College, and only after consultation with the appropriate department head and the Chancellor's Cabinet, may authorize limited access to certain parts of the data management system.

**Definitions:**

**Employee:** a person, whether paid or unpaid, whose work is directed by Nunez Community College, and if paid, is paid through Nunez Community College's payroll.

**Third party:** Entities on campus who provide services to students but are not paid by Nunez Community College nor is their work directed by the College.

**Non-employee:** a person whose work is not directed by Nunez Community College and who is not paid directly by the College.

## References

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM: Banner Access Authorization Rules

[http://www.lctcs.edu/assets/docs/BANNER/LCTCS\\_Banner\\_Security\\_Access\\_Procedure\\_s.pdf](http://www.lctcs.edu/assets/docs/BANNER/LCTCS_Banner_Security_Access_Procedure_s.pdf)

Louisiana Community and Technical College: Guidelines for Data Standards, Data Integrity and Security

<http://www.nunez.edu/Images/Interior/policies/it/lctcs%20data%20standards%20in%20regards%20to%20lola-banner%206-22-12.pdf>

Nunez Community College: Information Security Policy

<http://www.nunez.edu/policies-clearinghouse>