



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

GCA-1 Employee/Client Access to Computerized Administrative Data

APPROVED: April 18, 1986 **REVISED:** September 1, 1995
Year of last review: 2021
AUTHORIZING BOARD POLICY: GCA

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer
Designated Contact: Director of Records Management

OBJECTIVE: To outline the procedural steps to be taken to request access to data stored in computerized files and data bases.

PROCEDURE:

- I. Information Technology Project Request
 - A. When a District employee requests access to data stored in computerized files or data bases, an Information Technology Project Request form will be completed and forwarded to the Information Technology department through the employee's respective data systems manager and/or Vice President.
 - B. When a client (non-employee) requests access to data stored in computerized files or data bases, an Information Technology Project Request form will be completed. On the "Action Requested" portion of the project request form the client will specify the specific data items for which access is requested and the justification for the request.
 1. The request must be approved, in writing, by the Dean or department head responsible for the data and countersigned by the appropriate Vice President.
- II. The Director of Information Technology or designated representative will assign a member of the Information Technology department to implement the technical work necessary to process the request.
 - A. The client will be notified in writing when the request for access has been completed.
 - B. Information technology staff members are exempt from this procedure.