

## ***Policy***

### ***Banner Data Acceptable Use***

- Date:** September 16, 2009
- Purpose:** Purpose is to establish an Acceptable Use Policy for the data found in the College's Banner Student Information System.
- Scope:** This policy covers faculty and staff that access data in the Banner Student Information System used at Otis College.
- Discussion:** Banner data is available to users through many methods including direct access, web self-service, data views, and Oracle tables. It is critical that users understand appropriate use of such data. Much information is confidential and appropriate use is governed by internal and external privacy regulations. Additional institutional acceptable use policies also apply.

**Details:** Access to Data Views and Oracle tables is granted for two purposes:

1. Internal Reporting:  
Information in Data Views and the Oracle tables is provided for ***internal*** reporting and data analysis. Data or reports obtained from this data must not be disclosed outside of the institution without approval from the Director of Information Systems or the data module manager.
2. Communication with units' constituents:  
Information may be used to communicate (e.g., by writing, telephone or electronic methods) to units' current employees and students without approval. Communication with prospective students or applicants must be coordinated with the appropriate admission office. Communication with other groups must be coordinated with the data module manager.

**Data Module Managers:**

Alumni and constituent information	Institutional Advancement
Employee information	Human Resources
Financial Information	Controller
Financial Aid Information	Office of Financial Aid
Recruiting and admission information	Vice President Enrollment Management
Student information	Office of the Registrar

**Privacy:**

Access to information is provided in accordance with the Family Educational Rights and Privacy Act (FERPA) and institutional privacy and fair use policies. Personally identifiable information about individuals must not be further disclosed. When any constituent has the confidentiality indicator checked in their Banner record, their personal information may not be released outside of the institution in any circumstances. Information about the College's FERPA policy may be found at: [http://www.otis.edu/life\\_otis/student\\_life/my\\_campus/ferpa.html](http://www.otis.edu/life_otis/student_life/my_campus/ferpa.html)

Institutional security and other acceptable use policies must be followed. These policies may be found at: [http://www.otis.edu/life\\_otis/staff\\_life/is/index.html](http://www.otis.edu/life_otis/staff_life/is/index.html).

The following text is provided with downloads, etc.:

This information is provided to you in accordance with the Family Educational Rights and Privacy Act (FERPA) and institutional privacy and fair use policies. This information must not be further disclosed. Communications with prospects and applicants must be approved by the relevant admission office; communications with alumni and constituents must be approved by University Advancement. For additional information on FERPA or privacy call 303.871.3897. Failure to adhere to these guidelines may result in loss of security access to such reports and subject the offender to appropriate disciplinary action.

**Revisions:** 09/16/2009 - Created