



North Carolina State University

Administrative Computing Services

Box 7209
Raleigh, NC 27695-7209
(919) 737-2794

February 28, 1990

MEMORANDUM

TO: ACS Account Holder

FROM: Leo Buckmaster *LB*

SUBJECT: Data Access Procedures

Attached is a letter recently forwarded to all Vice Chancellors and Deans advising them of a new procedure established regarding NCSU data ownership, access, and security. If you are interested in reading the Data Management Procedures referenced in the letter, please contact your respective dean's office for a copy.

The procedure contains a compliance statement (copy attached) which must be signed by each individual on campus that has access to University information. You will notice from the attached letter that this compliance statement must be signed and returned to Administrative Computing Services prior to May 1, 1990.

Please return the signed form to the Security Administrator, Administrative Computing Services, Box 7209, NCSU Campus, prior to May 1, 1990 to prevent revocation of your access to University systems.

Thank you for your attention to this matter. If you have any questions, please call the Security Unit at 737-2794.

25/LB5

Attachment





North Carolina State University

Vice Chancellor
Office of Finance and Business

Box 7201
Raleigh 27695-7201

February 21, 1990

MEMORANDUM

TO: Vice Chancellors and Deans

FROM: Nash N. Winstead, Provost

Nash N. Winstead

George Worsley
Vice Chancellor for Finance and Business

George Worsley

Thomas H. Stafford
Vice Chancellor for Student Affairs

Thomas H. Stafford

SUBJECT: Data Management Procedures

The current administrative computing data access and security procedures were developed in 1983. These procedures control access to the mainframe applications/screens by user identification and password and access to records by organizational unit code (OUC). These controls have allowed us to disseminate data to the University staff on a restricted "need to know" basis and have served us well.

Today, seven years later, the University has major applications which permit interactive update and retrieval of data using student, personnel, payroll, and financial data bases. Advances in computer technology in the areas of microcomputers and networking have put new and more user friendly tools in the hands of University faculty and staff. In addition to becoming more productive in their jobs it has raised expectations about accessing mainframe data. Due to these new applications and computer advances, it has been necessary to revise the University's Data Management Procedures governing the Ownership, Access, and Security of administrative data.

The enclosed procedures are consistent with recent audit recommendations, have been approved by the State Auditor, and are effective immediately. Please encourage your staff to become familiar with the procedures and all authorized users should complete the "Data Access Compliance Statement" displayed on page 23 of the procedures. Those employees not submitting this statement by May 1, 1990, will have their authorization to access and process data revoked.

If you have any questions regarding the procedures or the Compliance Statement, please call Leo Buckmaster (2794).

cc: Steve Keto
Leo Buckmaster

UNIVERSITY/DATA ACCESS COMPLIANCE STATEMENT

The NCSU Data Management (Ownership, Access, and Security) Policy establishes specific policies and procedures for management, accessibility, and security of University data files/records. NCSU Administrative Policies and Procedures specifically require all persons granted access to University data records be aware of these policies and procedures. All individuals requesting access to University data records must read and sign this statement.

ACCESS TO INSTITUTIONAL DATA BASES

University employees granted access to institutional data bases agree to:

- store the information under secure conditions;
- make every reasonable effort to ensure privacy of data records;
- use the information only as described in the request for data or access to data base files;

CONFIDENTIALITY OF STUDENT RECORDS

Authorized University employees may access student records only as required in performing their assigned duties. Unless explicitly suppressed by the student by the "privacy blackout flag" on the record, the following "public" information may be released as required by job responsibilities:

- . names(s) . address(es) . telephone number(s) . dates of attendance . colleges . majors
- . class (e.g., senior) . adviser(s) . honors (dean's list) . University degree(s) [date, major/minors, honors]

All other information is considered private and may be released outside the University only with the student's written permission. No information, "public" or private, on applicant records may be released outside the University until the applicant becomes a registered student and has an opportunity to initiate a suppress, except to an agent designated by the applicant. No information on financial aid records may be released outside the University except by the Financial Aid Office acting under federal and state regulations.

CONFIDENTIALITY OF PERSONNEL RECORDS

Authorized University employees may access personnel records only as required in performing their assigned duties. The following information in an employee's record is not confidential and is legally available, all other information is confidential.

- . name(s) . date of original employment . current salary . age . current position title
- . date and amount of most recent salary change . agency and location to which employee is assigned
- . date of most recent promotion, demotion, transfer, suspension, separation, or change in position classification

VIOLATION

Although not inclusive, the following are identified as offenses subject to disciplinary action:

- Altering University data records without appropriate supporting documentation/authorization;
- Accessing University data outside of one's assigned duties;
- Releasing suppressed or private information without authorization;
- Publicly discussing University data records (student/personnel) in a way they can be personally identifiable;
- Sharing computer security passwords for access to University data records;
- Releasing public information where students/personnel were selected on the basis of non-public information (e.g., gender, ethnic background, or gradepoint average).

Any other comparable action contrary to the NCSU Data Management Policy and North Carolina General Statutes is subject to disciplinary action by the University. Violation is considered just cause for rescinding access and/or disciplinary action. This action could include any/or all of the following: oral warning, written warning, suspension without pay, and dismissal.

EMPLOYEE ACKNOWLEDGEMENT

I have read this statement and accept responsibility to comply with University policy on access to University data.

Employee's Signature	Date	Telephone No.
Employee's Name	Department/Unit	
Campus Mailing Address		



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

February 15, 1985



MEMORANDUM

TO: Chancellor
Provost
Deans
Associate Deans
Admissions Staff
Chancellor's Afro-American Advisory Council
Coordinating Committee for the Recruitment of Afro-American Students
Coordinating Committee for Undergraduate Advising
Minority Coordinators

FROM: Lawrence M. Clark *LMC*
Associate Provost

SUBJECT: Seminar on Predictors of College Students' Performance and Success

With our concern regarding admissions and other factors related to the admission of Black students, we have invited Dr. Michael Nettles, Research Scientist, Division of Policy Research and Services at the Educational Testing Service to speak at NCSU. Dr. Nettles will discuss some of his work dealing with predictors of student performance in college and the impact of selected variables on the success of Black and white students.

You are invited to participate in a special session with Dr. Nettles on Tuesday, February 26, 1985, at 10:00 a.m. in the Student Senate Room (Room 3116) of the University Student Center.

Dr. Nettles will be speaking again at an open session at 2:00 p.m. in Room 240 Nelson Building (see attached flyer). We invite you to also participate in the afternoon session, if you wish, or to attend the afternoon session if you are unable to participate in the morning session.

LMC:cfp
Attachment

*Larry,
Thank you for including me in this meeting. It sounds like educational & instructive, but I will be teaching a class until 11:00, and have scheduled student appt. wants up until the Senate meeting at 3:00.
Louise
Kuech*

Dr. L. M. Clark
Office of Provost
Box 5101
NC SU Campus



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

April 29, 1985

MEMORANDUM

TO: Mr. Leo Buckmaster
Director, Administrative Computing Services

FROM: Lawrence M. Clark *Law*
Associate Provost

This is a follow-up to our recent conversation pertaining to my need to have an Apple II Plus to develop and pilot software packets in Math Education; especially, for students who have difficulty learning the subject matter in the introductory college mathematics courses.

What specific arrangements could we make to secure an Apple Plus from you.

LMC/ci