

Person Identifiable Data Policy

The University does not release data that can identify a student or employee without the expressed approval from the university divisional owner of such data (see Table 1 below). Person identifiable data (PID) includes identification codes, names, addresses, emails, telephone numbers, demographic status, academic standing and test scores, employment status and aggregate data in which cells counts are low enough to make it possible to identify a person.

Requests for person identifiable data are to be submitted to the Office of Planning and Analysis (OPA) and will require a *statement of intent* that includes a declaration of:

- Reason for the data request and how the data are to be used or deployed?
- What is the target population/what are the parameters for the data (i.e., undergraduate/graduate students, time period, certain majors)
- What data fields would you like to see in the file (e.g., major, student ID, E-mail)?
- Who will have access to the data?
- Where and how will the data be stored?
- Procedure for deleting the data once the project is complete?

In addition to the statement of intent, the requestor and those accessing the data may be required to have FERPA training and/or Institutional Review Board approval (IRB). OPA will review and send to the appropriate data custodian for approval (see table below). Once the statement of intent has been approved by the appropriate data owner(s), data will be delivered via the University Drop Box.

Only data/lists that include **and** are generated based on directory information (as defined by WSU) can be shared with any third-party. Directory information includes a student's name, address, telephone listing, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, degrees, honors and awards received, and the most recent educational agency or institution attended. The Family Educational Rights and Privacy Act (FERPA) allows that an institution may release directory information but does not require it. All determinations as to release of directory information are made by Wichita State University. No non-directory information can be provided.

Table 1: Divisional Data Owners and Data Domains

| Division | Data Areas |
|------------------------------------|-----------------------------------------------------------------------------------------------------|
| Academic Affairs | Faculty Student (including Admissions, Financial Aid & Graduate appointments) |
| Administration and Finance | Accounts Receivable Budget Finance (including grant accounting) Human Resources Payroll |
| Student Engagement | Housing |
| Vice President and General Counsel | Opens Records / Freedom of Information request |

Statement of Data Intent Form (submit one form per data request)

The Office of Planning and Analysis (OPA) will not release data that can identify a student or employee without the expressed approval from the university divisional owner of such data (see Table 1 below). In addition the requestor and those accessing the data may be required to have FERPA training and/or Institutional Review Board approval (IRB). Person identifiable data (PID) includes identification codes, names, addresses, emails, telephone numbers, demographic status, academic standing, academic test scores, employment status and aggregate data in which cells counts are low enough to make it possible to identify a person.

Please complete the questions below (use additional pages as needed) and send to the Office of Planning and Analysis in care of Tiffany Franks at email tiffany.franks@wichita.edu or campus box 113.

Name (print):

Title:

WSU ID:

Signature (required):

Phone:

Organization or unit:

Email:

1. Reason for the data request and how the data are to be used or deployed.
2. What is the target population/what are the parameters for the data (i.e., undergraduate/graduate students, time period, certain majors). Please be specific in terms of what parameters are needed.
3. What data fields would you like to see in the file (e.g., major, student ID, E-mail)?
4. Who will have access (including viewing) to the data? Include WSU ID (if applicable), name, title, and status (faculty/staff/student/non WSU affiliated).

5. Is this request on behalf of a WSU recognized student organization (Y/N)?
 - a. If yes, such request must be sent to Student Involvement for review before submission to OPA.

6. Where and how will the data be stored?

7. Describe the procedure to destroy the data once complete.

For office use only: IRB___ FERPA___

Revised (10/15/2015)