

Enterprise Data Stewardship Policy

Subject: Information Technology

Revised: November 7, 2012

Effective: November 7, 2012

Review Date: November 2015

Responsible Party: ~~Enterprise~~ Chief Information Officer

Draft Proposed changes: July 25, 2017

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100.00 Introduction

~~Data~~ ~~The information~~ associated with administrative functions and research activity is a vital asset to the University. As such, maintaining the confidentiality, integrity, and availability of University data is critical to the success of the University. The University expects all stewards and custodians of its administrative and research data to manage, access, and utilize this data in a manner in accordance with this policy.

Proper stewardship of data protects against misuse while providing for appropriate use, balancing the three core values of availability, integrity, and confidentiality.

200.00 Policy

200.10 Board of Regents policies governing the use of university information technology apply to all University faculty, staff, students, and patrons. All users of University information technology must comply with MSU Enterprise policies as well as Board of Regents policies, state and federal law. References to associated policies and laws are provided in section 400.00.

200.20 All University information that is stored, processed or distributed is subject to the ~~specific parameters applicable provisions~~ of the University Data Stewardship Guidelines, Board of Regents policies, Montana state government policies, Montana State University policies, and state or federal laws ~~as they may apply.~~

200.30 Data collected and/or produced under programs supported through external funds may also fall under requirements specific to the funding agency.

200.40 Certain University authorities are identified as Data Stewards with responsibility for the protection and appropriate use of data ~~across the institution on their campus~~ ~~within their unit.~~

200.50 All University constituents shall understand and comply with the ~~Data Stewardship Standards~~ ~~Data Stewardship practices~~ ~~of on~~ their campus ~~as codified in 300.00 below.~~

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200.60 Individuals who create, collect, handle, or manage data are responsible for complying with the Data Stewardship Standards.

200.70 Responsibilities are assigned to specific Data Stewards and detailed in each campus' Data Stewardship Procedures. The following positions are the official top-level Data Stewards for each campus data area. Responsibility for data elements ~~can~~ may be delegated by the Data Steward to a different individual~~s~~; however, the Data Steward retains ultimate accountability for proper stewardship.

	MSU-Billings	MSU-Bozeman	Great Falls College MSU	MSU-Northern
Student Data¹	<u>Vice Chancellor for Student Affairs</u>	<u>Vice President for Student Success</u>	Assistant Associate Dean of Student Services <u>Chief Student Affairs and Human Resources Officer</u>	Dean of Students <u>Registrar</u>
Instructional Data²	Provost and <u>Vice Chancellor for Academic Affairs</u>	<u>Executive Vice President for Academic Affairs and Provost</u> <u>and Vice President of Academic Affairs</u>	Associate Dean/ Chief Academic Officer	<u>Chief Academic Officer</u> <u>Vice Chancellor for Academic Affairs</u>
Alumni Data Financial Data³	<u>Vice Chancellor for Student Services</u> <u>Director of MSU-Billings Alumni Relations</u> <u>Vice Chancellor of Administrative Services</u>	<u>Vice President of Student Success</u> <u>Director of Alumni Relations</u> <u>Vice President Administration and Finance</u>	<u>Executive Director of Development, Communications & Marketing</u> <u>Dean/Chief Academic Officer</u> <u>Chief Financial Officer</u>	<u>Director of Alumni Office of the Registrar</u> <u>Vice Chancellor for Finance and Business</u>
Personnel Data⁴	<u>Vice Chancellor for Administrative Services</u>	Chief Human Resource Officer	Associate Dean, Chief Financial Officer and Executive Director of Human Resources <u>Chief Student Affairs and</u>	Director of <u>Human Resources</u>

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Human Resources
Officer

**Research
Data⁵**

Provost and Vice
Chancellor for
Academic Affairs

Vice President of
Research and
Economic
Development
Vice
President of
Research,
Technology
Transfer, and
Creativity

~~Not applicable~~
Chief
Academic
Officer

Chief Academic
Officer
Vice
Chancellor for
Academic Affairs

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¹ Student Data examples: GIDs, grades, application information

² Instructional Data examples: faculty teaching loads, student credit hour production, promotion and tenure

³ Financial Data examples: Credit card and banking information, Student Loan Balances and payment information
Alumni Data examples: addresses, donor history

⁴ Personnel Data examples: social security numbers, financial information, birthdates

⁵ Research Data examples: research expenditures, research personnel and activities, and research products created by faculty or staff on any Montana State University campus, faculty or staff

~~200.8080~~ The authority to interpret this policy rests with the President and is generally delegated to the ~~Enterprise Chief Information Officer~~ Chief Information Officer, University Legal Counsel, Enterprise Chief Security Officer, University Chief Information Officers and the Data Governance Council and University Legal Counsel, in conjunction with the appropriate Data Stewards.

300.00 Procedures

Individual campuses maintain campus-specific standards and procedures that implement this policy. ~~Campus-specific standards and procedures are currently under development; when published, the links to those pages will be provided here.~~ Constituents will be required to comply with any standards and procedures developed for their campus:

- MSU-Billings
- MSU-Bozeman
 - Data Stewardship Standards
- Great Falls College MSU
- MSU-Northern

* *MSU agencies follow MSU-Bozeman campus procedures*

400.00 References

Report broken links to ITCadmin@montana.edu PMO@montana.edu.

- Family Educational Rights and Privacy Act (FERPA), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

- Gramm-leach-Bliley (GLB), available at <http://business.ftc.gov/privacy-and-security/gramm-leach-bliley-act>.
- Health Insurance Portability and Accountability Act (HIPAA), available at <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.
- MUS Board of Regents policy 1300.1 Security of Data and Information Technology Resources, available at <http://mus.edu/borpol/bor1300/bor1300.asp>.
- MUS Board of Regents policy 1306. Logging On and Off Computers, available at <http://www.mus.edu/borpol/bor1300/bor1300.asp>.
- Student Right to Privacy, available at http://leg.mt.gov/bills/mca/title_0200/chapter_0250/part_0050/section_0110/0200-0250-0050-0110.html

500.00 Definitions

“Constituent” refers to any individual or group associated with the University including students, staff, faculty, or patrons as well as any contractors, regents, committees, councils, groups, agencies, departments, entities, campus, or community.

“Data Steward” refers to a University authority, or designate, who has management responsibility for defined segments of institutional data.

~~“Enterprise Chief Security Officer” refers to the University’s top-level IT security position based at MSU-Bozeman.~~

“University” refers to any and all campuses, agencies, departments, or entities within the Montana State University enterprise.

“University authority” refers to an official of the University with significant responsibility for campus activities, who has the authority and duty to respond to issues on behalf of an institution, including but not limited to a Vice President, Provost, Chief Information Officer, Dean, or Athletic Director.

“University Legal Counsel” refers to the University’s attorney and/or designated legal staff based at MSU-Bozeman.