



California Health Sciences University

CHSU POLICY FOR REQUESTING STUDENT AND EMPLOYEE DATA

I. PURPOSE OF DATA REQUEST PROCESS

- A. The Office of the Registrar and the Office of Institutional Assessment, Effectiveness and Research have developed the student and employee data request form and accompanying process. The data request form is designed to facilitate sharing of CHSU data for legitimate education interest and conduct of scholarship, while allowing for a coordinated review and response from the relevant CHSU custodians. CHSU complies with the Family Educational Rights and Privacy Act (FERPA), and other state and federal privacy laws.

II. SCOPE

The policy affects those who seek student and employee data for legitimate education interest and conduct of scholarship. It provides the Office of the Registrar and relevant offices with sufficient information to assess the request. Student and employee data included in this policy refers to information collected about such persons by CHSU as part of its normal operations.

III. POLICY STATEMENT

- A. All data requests will be reviewed by the Office of the Registrar for compliance with applicable state and federal laws, and University policies and procedures regarding proper use of student and employee data. Data requested for the purposes of surveys of any population must be reviewed by the Institutional Review Board (IRB) prior to data request submission.
- B. The Office of the Registrar will consult with the relevant data holders selected in the request form: The Office of Human Resources for employees and the relevant offices of Student Affairs and Enrollment for students.
- C. The policy does not apply to CHSU-related data available on the public website, annual reports and fact book.
- D. The University reserves the right to deny any such request based on applicable law, CHSU policy or procedure, if the requests relate to proprietary business information or any other lawful purpose. CHSU is not a government entity and as such is not subject to the federal Freedom of Information Act or equivalent state law.
- E. The approval of the Institutional Review Board does not imply or guarantee access to data. The University has no obligation to grant any request for data.

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- Policy Owner: Provost
 - Effective Date: 5/30/2019
 - Approval by Provost Date: 6/04/2019
 - Approval by the President: 6/10/2019