

Guidelines and Protocols for Requesting Access to Restricted Student Data

1. All requests for student data, including restricted data, are to be vetted through normal channels of Department Security Administrator (DSA) and Data Steward.
2. Requests for restricted data must be justified as required for federal, state, or university reporting requirements, or for research and study of group trends.
3. Requests for access for the purpose of identifying individuals will be granted only to individuals or offices for the purpose of directed outreach, services, and programming.
4. Data users are expected to access student records through normal channels, e.g., QueryLink, TritonLink Tools, or Data Warehouse before requesting the assistance of a data reporting unit like Registrar, Admissions, Student Affairs Technology Services (SATS), Student Affairs Research (SAR), or Institutional Research (IR).
5. Data reporting units may produce reports for requestors after it is determined that:
 - a. They are eligible to have access to the data
 - b. And they are unable to obtain it within their own resources
 - c. Or if executive expediency is indicated

When access is granted to restricted data, it will be accompanied by the statement below.

Please be advised of the following information/comments and the responsibility that you have been granted in regards to restricted data:

1. *UCSD considers some personally-identifiable data as sensitive, and therefore restricted. Sensitive personally-identifiable information includes Social Security Number, Taxpayer Identification Number, ethnicity, most financial information and tax returns, and other information such as credit card numbers.*
2. *Sensitive data is more highly restricted due to its revealing nature and our obligation to protect individual identity.*
3. *General access to ethnicity (and other sensitive personally-identifiable data) for students is more highly restricted by Data Stewards than other personally-identifiable data such as academic information, and is limited to individuals or offices with clearly defined need for required reporting.*
4. *Ethnicity is self-reported.*
5. *In reporting information about ethnicity, small cell size is problematic from a statistical and personally-identifiable basis.*
6. *When possible, small cell reporting (<10) should be avoided and noted as such. Small cells can be included in sub totals if noted appropriately.*
7. *The key in using personally-identifiable and sensitive information in reporting is the “di-identification” of the information.*
8. *Ethnicity should not be used to identify individual students or lead to their identification, unless specifically permitted by approval.*
9. *Restricted data may only be shared with others with appropriate access.*