

THE  
LeMoyné-Owen  
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

<b>SUBJECT:</b>  <b>Private Requests for College Data</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  01-1-028
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b> Director, Institutional Research	

**I. Purpose of the policy/Policy statement**

**Purpose**

As an institution of higher learning, LeMoyné-Owen College places a high value upon the free exchange of information and the freedom to seek knowledge wherever the search might lead. At the same time, the College is committed to the protection of individual privacy, enumerated in various legal sources at the federal and state levels. These two major concerns, when combined with the reality of scarce and inadequate financial resources, make it incumbent upon the College to have in place a reasonable procedure for responding to requests for data that involve substantial costs and which may not be part of the normal conduct of the institution's business.

The Office of IRAE frequently receives requests for the generation of new data or reports about the institution from private parties or for private use, herein defined as situations in which either the requesting party is not an employee of the College, or the intended use of data is not in pursuit of the conduct of official LOC business. Examples of such requests include, but are not limited to, requests from students for data to be used in theses or dissertations, requests from faculty for data to be used for personal research purposes, or requests from external parties such as the media. The cost to the College to produce such reports can be substantial and may fall outside the mission of the institution and its respective divisions. While data which have already been published can be made available to the public, requests for new reports by private parties or for private use must be evaluated carefully for both legal and managerial considerations.

**Policy**

The Office of IRAE shall provide institutional data to non-officials of the College or for private use by officials of the College when allowed by applicable laws, when the magnitude of the request is deemed to be reasonable and appropriate, and when the resources are available to fulfill the request.

## II. Applicability/Scope

This policy applies to all external parties that request data.

## III. Process for Implementing Procedure

Responsibility	Action	Timeline
External Requester	Formal written requests must be submitted via an IRAE online Request Form	At least ten (10) business days before report deadline for requests involving research or compiling of data
External Requester	The written request must be accompanied by all the relevant information needed and the purpose for which the requested data will be used.	
IRAE	All requests received by the IRAE are logged and completed on a priority basis.	
IRAE	A priority for all requests received by IRAE will be determined based upon consideration of the following criteria: <ol style="list-style-type: none"> <li>1. Requesting unit, with priority of response being the President, Vice President for Academic Affairs, Vice Presidents, Deans, and College Committees</li> <li>2. Immediacy of need for data/information</li> <li>3. Resources demanded by request</li> <li>4. Complexity of project requested</li> <li>5. IRAE's other active requests</li> </ol>	
	Reasonable time (10 business days) must be given to the IRAE to meet report deadlines	

## IV. Related policies/References for more information

Authorizing Official: <u>Barbara J. Frankel</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	