

Internal Data Request Form

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Once the form, with all the required fields completed, is submitted, please allow up to 10 business days for processing and verification. In some cases training may be required before access is granted. Included below are the phases that your data request will include:

Step 1: Research the Data Needed

Before submitting your Internal Data Request, don't forget to investigate information/data that is available through the Dominican University website.

Step 2: Complete Internal Data Request Form (IDR)

Complete the IDR with specifics about your data request needs. Please be sure that all information is legible, when possible utilizing Adobe Acrobat to complete your request. If the data will be used in support of scholarly research or communication (conference presentation, publication, etc.), provide copies of the protocol and the Institutional Review Board (IRB) approval letter. Send your form via email or print your form and deliver it to IT (Lewis Hall - Room 001A).

NOTE: When requesting data or information from IT, it is helpful for you to provide us with the question(s) you need answered, the form or survey you are completing, instruction and definitions you receive from external agencies or the facts or issues being addressed. A sketch of a table shell would be most helpful in ensuring clear communication of your need. We are able to provide more accurate data by knowing the question(s) and/or the business problem.

Please give us as much notice as possible when requesting data as some requests take longer than others depending on the nature of the data. In many cases someone in our office will contact you to discuss your request in more detail. It may be necessary to meet with you, if your project requires substantial resources.

Step 3: Request Reviewed for Approval(s)

Your request will be reviewed by the Information Technology staff. One of the following actions will be applied to your request and communicated to you by email.

- **Prioritized:** The request is assigned a priority and assigned to an IT staff member.
- **Referred:** The request is for a report based on operational/live data, identifiable student data and does not have Registrar approval.
- **Denied:** The request cannot be accommodated due to unavailability of data, resources or another reason.

Step 4: Data Compiled

The IT staff member working on your request will notify you if they have questions to clarify your request. In general, unless otherwise specified, data will only be provided in aggregate: All requests will adhere to guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). You will also be notified of the status and/or timeframe for completion of your request.

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The privacy of student and employee information is protected by University, State and Federal laws. Access granted to University resources might be protected, but not limited to the following laws or standards: Family Educational Rights and Privacy Act (FERPA), HIPAA, PCI DSS, GLBA. Moreover, Dominican imposes its own policies and standards regarding the safeguarding of the University assets. Please review the policies governing the use of Dominican's institutional data and computing resources at <http://duit.dom.edu/policies>.

Step 5: Data File Provided

An IT staff member will email your finished report (unless limited given the scope of the request). The report will include the source of the data and instructions for gathering that data on your own (as necessary). If sent through email, your report will be encrypted using Axcrypt which will protect the data file in transit. To download the Axcrypt client, please visit:

<http://www.axantum.com/Download/AxCrypt2Go.exe>

Step 6: Request Completed

Upon receiving your report, please don't hesitate to contact us indicating any questions you may have about the data. Shortly after the report has been sent to you, your IT staff contact will contact you to ensure that you have received the information.

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Please provide a detailed response to each question regarding your data request.
Allow up to 10 business days for verification of the data sponsor and generation of the requested data.

Completed forms may be emailed Information Technology at helpme@dom.edu.

Section 1: Request Background Information

Request Date: _____ Requested Completion Date: _____

Request Type: New Data Request (#)
 Modification to Existing Data Request (#)
 Authorization to Use Existing Data Request (#)
 Updated Version of Existing Data Request (#)

Priority Level: Level 1: Mandatory or required services, projects, and initiatives:
 Accreditation or Accrediting Agency: _____
 Federal/State Report (Mandated)
 Grant Report: _____
 Other: _____

Level 2: Services and projects essential to campus operations and mission:
 Academic Program Review
 Strategic Plan Objective: _____
 Other: _____

Level 3: Services and projects that are value-added, but not critical or essential to the University.
 Survey
 Other: _____

Section 2: Requestor Information

Last Name: _____ First: _____ Middle: _____

Dominican Employee ID Number: _____ Title: _____

Classification: Student Faculty Staff Department/Office Name: _____

Campus Address (Building and Room Number): _____

Campus Phone Number: _____ Campus Email Address: _____

Section 3: Requestor's Supervisor (Data Sponsor) Information

Last Name: _____ First: _____ Middle: _____

Dominican Employee ID Number: _____ Title: _____

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Classification: Student Faculty Staff Department/Office Name: _____

Campus Address (Building and Room Number): _____

Campus Phone Number: _____ Campus Email Address: _____

Section 4: Data Request Information

Please provide a description of your request in as much detail as possible. Included below are a series of questions to help guide your response.

- What data is required for your data request?
Examples of data include the number of cumulative credits, GPA or course enrollment.
- What date range(s) are required to limit your data request?
Examples of date ranges include specific dates (July 1 - August 9), semesters (Fall 2013 - Fall 2014) or periods (each Fall for the past 5 years)
- What groups of students (if applicable) are required for inclusion?
Examples of student groups include all enrolled students, students enrolled in a specific major.
- What data fields would you like listed in your data file?
Examples of data fields include first name, last name, GPA or major.
- Do you have a requirement for the way the data is organized?
Examples of data organization include sorting the data (alphabetically, numerically) or by another field such as semester (descending or ascending).

What is the institutional, instructional or educational purpose of this request?

How will this information be used?

Will this information be used externally? Yes No

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Will this information or research be published? Yes No

If yes, where will this information or research be published? *Additionally, if yes, you must provide copies of your protocol and the Institutional Review Board (IRB) approval letter.*

In what output format would you like the data to be provided? (Check Only One)

Excel PDF Word CSV (Tab Delimited) CSV (Comma Delimited) Other

How would you like to receive the final data report? (Check Only One)

Campus Mail Email Pick-Up from the Help Desk Web Access

*Depending on the nature of the requested data, options identified above may not be permitted.
If so, you will be contacted regarding how to access your requested data.*

Section 5: Security and Data Protection

Who will have access to this data?

How and who will this data be secured and stored?

How long will this data be used and retained?

How and who will the data file when you are finished with it's use or the retention period identified above expires (whichever comes first)?

Are you aware of any confidentiality or security issues with regards to this information? If so, please explain.

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Section 6: Requestor Confidentiality and Non-Disclosure Agreement

The undersigned Dominican University employee or student in the course of their relationship with Dominican may have access to or acquire confidential personally identifiable information, including but not limited to student and/or employee names, addresses, telephone numbers, bank and or credit card numbers, social security numbers, and income and credit history.

The signee acknowledges his or her responsibility to abide with for various State and Federal regulations regarding privacy and security of confidential information maintained by the University, including the Family Educational Rights and Privacy Act (FERPA), the Payment Card Industry Data Security Standards (PCI DSS), the Gramm-Leach-Bliley Act, the Health Insurance Portability and Accountability Act (HIPAA), and the State of Illinois Statutes on identity theft, and agrees to cooperate, and shall cause its officers, employees, agents, and subcontractors to cooperate with the University, as necessary, to comply fully with these legal obligations.

The signee agrees to keep confidential all student academic records, employee personnel records, and other personally identifiable information that is deemed to be confidential in accordance with applicable Federal, State and University laws and policies.

The signee declares his or her capability of safeguarding any confidential information accessed or viewed. Signee agrees to implement such safeguards that may be necessary to maintain the security and confidentiality of all information accessed or viewed, and to prevent the disclosure of the information except as required by law.

Signee shall indemnify, protect, defend, and hold harmless the University and its trustees, officers, agents, employees and representatives against any and all claims, demands, suits, and causes of action and any and all liabilities, costs, damages, expenses, and judgments, incurred in connection therewith relating to or arising out of unauthorized use or disclosure of confidential information.

Copyright, trademark and patent infringement is strictly prohibited. The federal Copyright Act extends to much of what is transmitted over computer networks, such as text, pictures, music and software. Since copyright infringement is a strict liability crime, intent to infringe is not required.

Signee will immediately report to the University any unauthorized use, access, or disclosure of confidential information. Breaches of information security, intellectual property, Internet usage, electronic mail and the sharing of access codes, identifications, or passwords, or wrongful access to the Dominican University network or systems connected to that network, are viewed as serious violations. Users violating this policy will be subject to disciplinary action, which may include but is not limited to termination of access to the system and termination of employment. Violators are also subject to civil or criminal liability.

I have read, understand, and agree with the terms and conditions as stated in this document. Further, I have read and understand the DU IT policies and all procedures and processes identified in them at <http://duit.dom.edu/policies>, including my personal responsibilities, and agree to abide by their provisions.

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By signing this form, I certify that I am the requestor/sponsor responsible for the above-named Internal Data Request.

Requestor Signature: _____ Date: _____

Requestor's Supervisor Signature: _____ Date: _____

Section 7: Internal Data Request Approvals

By signing this form, I have read, understand and agree to my responsibilities concerning the security, storage, and training issues surrounding the use and release of confidential or directory student information.

Requestor Signature: _____ Date: _____

Requestor's Supervisor Signature: _____ Date: _____

In compliance with the Family Education Rights and Privacy Act (FERPA) and annual student records audit, the Registrar must approve each "Internal Data Request" (IDR) form that contains a request for student data. If your IDR contains student data and an approval is not provided from the Registrar, this request will be forwarded for approval prior to processing your request.

Registrar Signature: _____ Date: _____

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Information Technology Use Only

Director Review Completed: _____
Director of University Systems *Date*

Project Name: _____

Date Received: _____ Date Completed: _____

Estimated Completion Time: _____ Actual Completion Time: _____

Disposition of Request: Level 1 Level 2 Level 3 Staff Assigned: _____

Code: Internal Required Internal Desired External Required External Desired

Referral (Indicate Staff or Department): _____

Declined (Indicate Reason): _____

Data Sources Utilized: _____

File Location and Name: _____