

Guidelines for Data Use

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Maintaining accurate, complete, and secure institutional data is an important responsibility of all staff members. As a data user, you are expected to follow the following guidelines:

1. Always access the data system under your own username. Don't share your password or allow another user to access the system with your account. Don't leave your computer unattended without first logging out of your account or locking your workstation. If you suspect your account has been compromised, change your password and notify your supervisor and ITS immediately.
2. Follow documented procedures for all business processes involving the data system. Inform your supervisor if you are required to use a data system process for which you have not been trained.
3. Work carefully and conscientiously to avoid data entry errors and duplicate records, and actively strive to identify and correct invalid data.
4. The privacy of students and employees is protected by the provincial Right to Information and Protection of Privacy Act and relevant federal legislation. Do not release confidential information to any third party without the explicit consent of the student or employee, except under the terms specified in the "Policy on Release of Information about Students" in the University calendar or with the approval of the Privacy Officer.
5. Keep in mind privacy, confidentiality, and security issues when transmitting, storing, or disposing of confidential information, whether in print or electronic form, including e-mail.