



- iii. \_\_\_\_\_ and
  - iv. Other requests submitted to SPAA in order to minimize the duplication of efforts across the Division.
- b. Upon completing the review, a student engagement data request may be approved, denied, or returned to the requester for modification. In cases where a data request is approved, fulfillment of the request will be prioritized in consideration of:
- i. Scope of the request;
  - ii. Division priorities;
  - iii. Competing Divisional initiatives; and
  - iv. Competing Institutional initiatives.
- c. Users of student engagement data, which may or may not include institutional data, must agree to the following conditions prior to the release of approved data requests:
- i. Only KSU employees with a legitimate business and/or academic need and have been expressly granted access to the data shall have access to data generated from a data request.
  - ii. Users of data shall not further distribute data without expressed permission from SPAA.
  - iii. Users of data shall make use of data in a manner that is consistent with the expressed business and/or academic purpose included in the original data request submitted to SPAA.
  - iv. Users of data must act responsibly with the data they have been provided. Data users must maintain confidentiality of data in accordance with all applicable laws, KSU privacy policies, and data security standards.
  - v. Receipt of data does not imply authorization for copying, further dissemination of data, or any use other than the use for which the user was originally authorized.

## 6. Enforcement and Implementation

- a. Each department (Tf(r))TET6bi00009 0 5009 0 8 7Brx9 g0.025 60.00410 on of e