Policy Number:	IT02-01
Approved by	The Leadership team
Date Approved by:	01/06/2012
Date Effective:	Immediately
Date of Next Review:	01/06/2014
Related Policies:	IT00-01: Information Systems Acceptable Use Policy
Contact:	ITS Director

1.0 Purpose

The purpose of this document is to establish policies and procedures for the setup and maintenance of access to administrative systems and data for individual server account holders of The American University of Paris (hereinafter "University").

2.0 Scope

This policy applies to the University's faculty, staff and students, as well as external parties, requiring access to institutional data. More detailed information is available in Information Technology Services departmental procedures for the following functional areas:

- Financial Records System Access
- Human Resources System Access
- Student Information System Access
- Alumni / Development System Access

3.0 Policy

Departmental Data Managers will be responsible for granting access to the institutional data under their custodial care. Where this access only be granted for a limited period, Data Managers are responsible for communicating "start" and "end" dates to the entity that manages system access (usually Information Technology Services). Data access approvals must comply with applicable policies and laws (such as the Family Educational Rights and Privacy Act for student records).

Data managers will periodically review security levels and will notify Information Technology Services of changes that need to be made.

Information Technology Services will not make changes to user access levels without written approval by the appropriate Data Manager. Exceptions will be documented and held for review by the University's Information Technology Security Officer.

4.0   Definitions

Term	Definition
AUP	The American University of Paris
Information Technology Security Officer	A person designated by the Director of Information Technology Services who can verify that accounts are set up in accordance with University policies and Data Managers' directives.
Data Manager	A person charged with approving individual access to institutional data managed by a department or unit, in compliance with best practices, relevant policies, and applicable laws.

5.0 Revision History

Date:	Authority:	Details:
22 August 2012	**E. Ritt**	**Enhancements to wording, formatting.**
8 October 2012	**E. Ritt**	**Enhancements to working, formatting.**