

GUIDELINES AND PROCEDURES FOR GRANTING ACCESS TO DATA
RESIDING WITHIN THE NEWBURGH ENLARGED CITY SCHOOL DISTRICT
COMPUTERIZED CENTRAL DATA BASE.

Computerized applications have been and continue to be deployed throughout the District in support of District operations. In the normal course of application implementation those individuals who will be responsible for data entry and direct data access will be identified and provided educational opportunities to learn how to use these new applications. After application deployment there may be other individuals who feel that they want or need to have access to these applications or the associated data. All requests for access to data that are not granted in the normal course of application implementation will be granted on a need-to-know basis, following New York State and United States Government regulations, by the Superintendent. The NECSD Technology Department will not act to grant any individual data access without written authorization from the Superintendent. The Superintendent will require that the Assistant Superintendent most closely aligned with the data first approve or provide any issues regarding the request.

For example, the Human Resource Division is supported by applications running on the NECSD central computer. Individuals who work in Human Resources were granted access to Human Resource data as dictated by their job responsibility and their individual need to know. This was done during the normal course of implementation of these applications. Anyone outside of the Human Resources Division who feels he needs access to these applications or data must secure approval from the Superintendent. The Superintendent will ask the Assistant Superintendent of Human Resources or his designee for his position on the request.

Upon receipt of the written approval from the Superintendent, the Technology Department will work to make the necessary system changes to allow the access granted by the Superintendent.

In this example, the Superintendent or the Assistant Superintendent of Human Resources may require that an individual making such a request first secure the approval of a superior in his/her respective division. If the individual making the request is located in a school, the Principal of that school may also be asked to provide his/her written approval.