



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Data Trusteeship
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<i>Sponsoring Unit/Department:</i>	Information Technology
<i>Policy Title(s) & No(s).:</i>	Information Technology Resource Management, BP 9.01
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

The purpose of this Administrative Procedure (AP) is to define the responsibilities of Data Trusteeship and to assign responsibility for data sets to particular units.

SECTION 1: Definitions

“Cloud Services” shall mean such service models defined within NIST SP800-145, further included within FedRAMP v.4.2 at p.3, as are used by, connected to, process, store, or communicate data as kept in trust by the College in conformance with the Data Classification Standards.

“Data Trusteeship” is the association of a set of data with a particular organizational unit within the College, for the purposes of assuring that each element of data within the set is accurate, available and secure, and that use of data conforms to the Data Classification Standards.

SECTION 2: Procedures and Responsibilities

- 2.1 All data and information generated by or during College processes belong to the College, not to any individual College employee or specific unit within the College. All employees are expected to use College data and information responsibly as needed to complete their respective job responsibilities.
- 2.2 The accuracy, availability, and security of the data within the Enterprise Resource Planning systems are the responsibility of specific functional units of the College and shall remain with the assigned functional unit, regardless of whether the data is stored or used in College-owned infrastructure or in Cloud Services, including, specifically, as follows:
- All student information and financial-aid data are the responsibility of the Office of the Provost;
 - All finance, payroll and information technology data are the responsibility of the Office of the Executive Vice Chancellor of Finance and Administration;
 - All human resources data, excluding payroll information, are assigned to the Assistant Vice Chancellor of Human Resources (Chief Human Resources Officer);
 - All facilities and College police data are assigned to the Vice Chancellor of Facilities.
 - All Foundation, Media, and Community and Government Relations data are assigned to the Vice Chancellor for External Relations.
 - Any Campus-specific data not already covered above are assigned to the respective Campus Vice President.
- 2.3 The assigned College units shall review and be responsible for the accuracy, availability, and security of their respective data on a periodic basis and effect any required changes to training, data-input processes, supervisory-review processes, and/or any other processes that may impact the quality, preservation, and security of the data.