



Angelo State University
Operating Policy and Procedure

OP 62.01: Confidentiality of Information on the Banner Advance System

DATE: January 20, 2017

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to assert the confidential nature of the information contained on the Banner Advance System and to set forth the procedures to be used for access to the information.

REVIEW: This OP will be reviewed in March every three years, or as needed, by the vice president for development and alumni relations with concurrence with the chief information officer.

POLICY/PROCEDURE

1. Confidentiality of Information

Information on the Banner Advance System maintained by the Office of Development and Alumni Relations is private and confidential and can be used only in compliance with this OP.

2. Access to Information

The information on the Angelo State University (ASU) alumni and donor database is solely for use by employees of ASU and the Angelo State University Alumni Association. Unauthorized use of the information by any other person for any purpose, including, but not limited to, reproducing and storing in a retrieval system by any means, electronic or mechanical, photocopying, or using the information for any private, commercial, or political mailing or application, is strictly prohibited and constitutes misappropriation of private information. Use and misuse of this data is also governed by the standards contained in **IT Appropriate Use** policy and all applicable state and federal laws. Misuse of the information can lead to disciplinary action.

Employees are required to sign a confidentiality statement at the start of their employment.

3. Release of Information

The release of information contained on the Banner Advance System is controlled through the Office of Development and Alumni Relations. All requests from outside ASU must be submitted in writing and must state specifically the information requested. All such requests must be reviewed by legal counsel. Information will be released in accordance with and as required by the Public Information Act of the state of Texas.