Data Custodian Description

Data Custodians have been officially designated by the President as the position accountable for the oversight and general operation of institutional data systems that serve a broad section of the university community. It is the responsibility of the Data Custodians to provide direct authority and control over the management and use of institutional data in his/her area of responsibility regardless of which system in which the data resides.

These positions play a critical role in protecting Kansas State University's systems and data, following all appropriate and related security guidelines to ensure the protection of data. Data Custodians' responsibilities include (but are not limited to):

- Provide operational oversight and administrative management of the entire data lifecycle for his/her area of responsibility of institutional data
- Ensure compliance with all Kansas State University's policies, as well as state and federal statutory and regulatory requirements.
- Provide institutional requirements for access to and protection of institutional data in all test, development, and production institutional data systems on premises and hosted
- Assign, monitor, and review privileges for access to institutional data
- Define, review, and update policies and procedures for the entire data lifecycle (intake, quality, storage, processing, update, transmission, privacy and security, retention, interpretation, archive, and access)
- Ensure appropriate security measures for data at rest and transmission of institutional data
- Coordinate staff and faculty training and development for the proper use of institutional data
- Detect, inventory, secure, organize, verify/validate, enrich, and audit institutional data
- Delegate data stewardship (authority and responsibility for assign, monitor, review privileges, and management of specific data fields) as necessary to effectively manage use of data systems (defined below)
- Develop and implement data definitions
- Resolve data quality issues
- Coordinate with the Office of Institutional Research to meet the needs and ensure the accuracy of institutional data reporting; collaborates, when necessary, with other departments in provision of data reports
- Attend (or identify a designee to attend) Data Governance Group meetings

Kansas State University's officially designated Data Custodians are as follows:

- *Undergraduate Student Records Data   – Vice Provost for Enrollment Management*

  o Academic Support: Examples include but are not limited to, curriculum and catalog data (Curriculog & Acalog), academic & classroom scheduling (KSIS & 25 Live)

  o Student Educational Data: Examples include data connected to affiliated with a student educational records as defined by FERPA. Records transfer to the student educational record at the point of enrollment/registration and are maintained throughout the life of the student (current, former and alumni). Examples include but are not limited to, admissions, registration/enrollment, student demographic data, transcripts (K-State & Transfer), program and major, grades, degree audit data (u.achieve/DARS), Imaged student records, residency reclassification, transfer equivalencies, etc.

- *Graduate Student Records Data   – Vice Provost for Graduate Education and Dean of the Graduate School*
  Includes any data that impacts the graduate student record and that resides, feeds, or otherwise integrates with institutional data systems. Examples include, but are not limited to, admissions, registration, student demographic data, catalog & schedule, transcripts, program and major, degree audit, transfer equivalencies, etc.

- *Financial Aid Data   – Director of Student Financial Assistance*
  Includes student and parent financial and demographic information that resides, feeds, or otherwise integrates with institutional data systems. Examples include, but are not limited to, scholarship and financial aid application information, application requirements tracking, federal need analysis results and changes, student budgets, student awards, loan certification data, financial aid disbursements, funds management data, financial aid history, Return of Title IV Aid adjustments, satisfactory progress monitoring, post-awards, and student employment data will be added with the HR/payroll implementation.

- *Admissions Student Data   – Vice Provost for Enrollment Management*
  Includes any potential and prospective student data that resides, feeds, or otherwise integrates with institutional data systems. Examples include, but are not limited to, contacts, yield, applications, campaigns, communications, interactions, events, and relationships.

- *Student Billing Financial and Accounting Financial Data* *– Chief Financial Officer*
  Includes any financial data that resides, interfaces, feeds, or otherwise integrates or impacts the official university accounting system ((Oracle - FIS), the student billing system (PeopleSoft - KSIS), or the reporting of university financial data. Examples include, but are not limited to, financial data the integrates from systems supporting auxiliary enterprises, decentralized accounts receivable & billing systems, research post-awards, or any other original source of university financial data.

- *Staff and Faculty Employment Data* *– Vice President for Human Capital Services*
  Includes any employment data, including employee relations and safety data, that resides, interfaces, feeds, or otherwise integrates or impacts the official university human resource system or reporting of human resource data. Examples include, but are not limited to, all employee employment data related to personal demographics, job information, leave, benefits, and employee relations and safety incident data. Also includes faculty personnel and workload data - Including faculty specific data that resides, feeds, or otherwise integrates with institutional data systems. Examples include, but are not limited to, recruitment, workload, appointment/reappointment, tenure/promotion, Faculty Activity Plans, faculty evaluations, faculty paid/unpaid leave and any other data that is exclusive to faculty

- *Research Administration Data* *– Vice President for Research*
  Includes any research data, including Pre-Awards, Compliance, In-process Research, Curated Research, BRI, etc.

- *Facilities Data* *– Vice President for Operations*
  Includes any facilities data, including buildings, environmental health and safety, internal audit, parking, police, constructions, etc.

- *Housing Data* *– Associate Vice President for Student Life/Director of Housing and Dining Services*
  Includes any housing data, including residence halls, dining facilities, etc.

- *Faculty RPT Data* *– Associate Provost for Institutional Effectiveness*
  Includes any data pertaining to tenure and promotion, sabbatical, scholarship, etc.

- *Student Health Data* *– Director of Lafene Health Center*
  Includes any student health data
  - *Student Mental Health Data* Steward *– Director of Counseling Services*

- *University Archive Data* *– University Archivist*
  Includes any data moved from the active data custodian to the university archives

- *Faculty Evaluation Data* *– Associate Provost for Institutional Effectiveness*
  Includes any data moved from the active data custodian to the university archives

Data Steward Description

As stated above, Data Custodians have been officially designated by the President as the position accountable for the oversight and general operation of institutional data systems that serve a broad section of the university community. Because of the scale and complexity of this role, it may be necessary for the Data Custodian to delegate a Data Steward within his/her area of responsibility to effectively manage the use of data systems.

A Data Steward's responsibility may vary depending on the Data Custodian's needs. Working closely with data custodians to establish controls, duties may include (but not limited to) authority and responsibility to:

- o Assign, monitor, review privileges
- o Manage specific data fields/objects, transactions, processes, or systems
- o Develop data definitions
- o Detect, inventory, secure, organize, verify/validate, enrich, and audit institutional data
- o Evaluate any suspected or actual breaches or vulnerabilities in confidentiality, integrity, or availability and report them to management or information security personnel
- o Support data reporting needs