جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

Data Access Policy

Policy Code:	AD-092-1
Policy Name:	Data Access Policy
Handler:	Information Technology Center
Date Created:	February, 2025
Date of Current Review:	
Approved by:	Board of Trustees
Date of Approval:	May 7, 2025

1. Overview

FBSU's requires ongoing protection throughout its entire existence, in a way that reflects its significance, no matter where it is kept or how it is used.

2. Purpose

This policy sets out straightforward rules for all employees concerning data access and safeguards the confidentiality of information belonging to all involved parties.

3. Scope

The policy applies to all academic and non-academic departments within FBSU.

4. Policy

To address the growing need to access data across various departments, units, and centers for different purposes, while safeguarding information privacy and maintaining control over sensitive data, the following key regulations are established:

- All data belonging to FBSU - whether academic, financial, or administrative, and regardless of storage format - including details about students, faculty, staff, as well as institutional policies and rules, is exclusively owned by FBSU. Sharing this data with external entities is prohibited unless explicitly authorized in writing by the President.

- Within FBSU, access to, use of, and distribution of any FBSU data is limited to authorized faculty or administrative personnel and must serve only the designated purpose. This includes the following provisions:

- Faculty members are granted full access and permission to view and retrieve their own Course Evaluation Survey results for all courses they have taught across all semesters.

- Leaders of academic departments (such as Chairpersons, Associate Chairs, Deans, and Vice Deans) are permitted full access and authority to review and obtain Course Evaluation Survey results for faculty within their respective colleges only.

- Academic department leaders (including Chairpersons, Associate Chairs, Deans, Vice Deans, and coordinators) have full access and authority to review and retrieve students' transcripts, academic standings, transactions, and attendance records, but only for students enrolled in programs within their respective colleges.

- Academic advisers are authorized to fully access and obtain transcripts, academic standings, transactions, and attendance records exclusively for students assigned to their advising list.

- Faculty members are not permitted to request confidential student information, such as transcripts, academic records, financial details, or attendance data. However, the Deanship of Student Affairs has full access and authority to review and retrieve transcripts, academic standings, transactions, and attendance records for all currently enrolled FBSU students.

- All academic departments are granted full access and authority to review statistical reports related to admissions, registration, scheduling, classroom allocations, and graduates specific to their academic programs.

- The Deanship of Student Affairs is authorized to fully access and retrieve data concerning current FBSU students and alumni.

- The Center of Statistical Information are permitted full access and authority to review and obtain statistical reports on admissions, registration, scheduling, classroom allocations, and graduates, including aggregated and anonymous statistical data. However, confidential information about individual faculty, staff, or students may only be requested with written approval from senior management, and even then, sensitive details - such as performance evaluations - must not be disclosed.

- All administrative units and centers may submit written requests for aggregate statistical reports on admissions, registration, scheduling, classroom allocations, and graduates, provided these requests exclude confidential data about individual faculty, staff, or students. Requests for such confidential data require written approval from the President.

These regulations, as outlined in this policy, are designed to reinforce FBSU's commitment to privacy and ensure that confidential data is utilized strictly for its intended purposes.