Data Access Change Request to Electronic Information Resources

Use this form to request access to electronic files or communications as provided under Clarendon College policy ([Change Management Policy](#)).

A. REQUESTOR NAME, TITLE AND DEPARTMENT
Full Name, Title, and Department of Requestor:

B.   Request access to the following data. (Must comply with Clarendon College [Change Management Policy](#))
Please describe what module(s) will be needed.

C.   Reason for request and business impact. (Must comply with Clarendon College [Change Management Policy](#))
Please describe what you need within that module and why you need it.

D. REQUESTING PARTY/DEPARTMENT HEAD SIGNATURES

Signature of Requesting Party:_____**Date**_____

Signature of Department Head:_____**Date**_____

Printed Name of Department Head:_____

E.   APPROVAL OF CHANGE REQUEST COMMITTEE (Required for All)

Access authorized?_____**Yes**_____**No**

Signature of Member 1:_____**Date**_____

Printed Name_____

Signature of Member 2:_____**Date**_____

Printed Name_____

Signature of Member 3:_____**Date**_____

Printed Name_____

Change Access to Electronic Information Resources
Request Form Procedures

Policy Background:

Clarendon College highly values individual privacy and recognizes its importance in academics. The College generally prohibits access to stored electronic records and voice and data communications by other than the designated owner of the computer account or electronic resource containing the information or communication or the sender or recipient of a particular communication unless the applicable owner, sender, or recipient has granted prior consent.

Clarendon College cannot guarantee the privacy or confidentiality of electronic documents. Consistent with Texas Administrative Code Chapter 202, Rule 202.75(9), users should not expect privacy when using Texas State information technology resources. Consequently, persons that use these Clarendon College-owned resources, or any personally owned device that may be connected to a Clarendon College resource, have no right to privacy in their use of these resources and devices.

However, Clarendon College will take reasonable precautions to protect the privacy and confidentiality of electronic documents and to assure persons that Clarendon College will not seek access to their electronic messages or documents without their prior consent except where necessary to:

- Satisfy the requirements of the Texas Public Information Act or other statutes, laws, or regulations;
- Satisfy other legal obligations, such as subpoenas and court orders;
- Protect and sustain the operational performance and integrity of college information systems and business processes;
- Facilitate security reviews, audits, and investigations by authorized individuals in the performance of their assigned duties;
- Allow system administrators to perform routine maintenance and operations, security reviews, and respond to emergencies;
- Allow institutional officials to fulfill their responsibilities when acting in their assigned capacity;
- Protect and support the college's and other users' legitimate interests, as the IRM and ISO determined.

Procedures for Obtaining Change Access to Electronic Records:

To appropriately preserve the privacy of electronic documents and allow authorized individuals to perform their assigned duties, specific college staff will sign a Clarendon College Data Access Change Request to Electronic Information Resources Form when requesting changes to their current data access. Employees needing to request changes to their data access will contact the Office of the Vice President of Information Technology, Information Resources Manager (IRM) by email or Teams by simply asking for the change. The IRM will then provide the requestor the Data Access Change Request to Electronic Information Resources Form. They will complete and submit the form to the IRM. The IRM will submit the form to the Change Access Committee for review and approval or deny the access requests.

Individuals may request change access to specific data by initiating the attached Data Access Change Requestrces Request Form, obtaining the approval of their organizational head, and submitting the form to the Office of the Information Resources Manager (IRM). The IRM will then submit the request to the Change Access Committee for review. If the request appears compliant with college policy, the committee will coordinate with the Information Security Officer (ISO) as necessary to satisfy the request. Perusal will be limited only to the areas or records that meet the criteria specified in the request.

The form will be kept on file as a record of the data access change by the IRM.