KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:
Data Access Management

APPLIES TO:
All users of KSU information technology resources

ADMINISTRATIVE AUTHORITY:
Chief Information Officer (CIO)
Department of Information Technology (IT)

APPROVED BY:
Kentucky State University Board of Regents

EFFECTIVE DATE:
August 8, 2025

NEXT REVIEW DATE:
August 8, 2028

REGULATION STATEMENT:

This regulation implements the Data Security and Management Policy by providing the official procedure for requesting, approving, reviewing, and revoking access to university data and systems based on the principle of least privilege.

DEFINITIONS:

See Data Security and Management Policy for relevant definitions of Data Owner and Data Custodian.

PROCESS:

Requesting and Approving Access

- The Data Owner must approve all access to their data.

- To request access, a user must submit a completed access request form, with Data Owner approval, to the IT Help Desk.

- IT will fulfill all completed and approved requests and will notify the requestor via email upon completion. Incomplete forms will be returned to the Data Owner.

Modifying and Revoking Access

- A request form must be submitted for all additions or changes to access privileges.

- When an employee changes departments, the IT Help Desk must be notified to remove access to the previous department's data. If the employee still requires access, it must be approved again by the Data Owner.

- When an employee leaves KSU, the IT Help Desk must be notified to remove access to all university systems.

- Ex-employees may only retain access to university email for a limited time with written approval from their Vice President.

Periodic Review

- The Risk Management department, with assistance from IT, will periodically send security reports to all Data Owners for their review.

- Periodic audit reviews of data access will be conducted by the Risk Management department with assistance from IT.

REFERENCES AND RELATED MATERIALS:

- KSU Data Security and Management Policy

CONTACTS:

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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell