

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: DATA MANAGEMENT SYSTEM (SONIS) POLICY

The Good Samaritan College of Nursing and Health Science official data management system is called Sonis and contracted from a third party provider. The information contained in the system is one mechanism of recordkeeping and official communication for the College to the general public, students, alumni, faculty, and staff.

Inasmuch as the data management system is an official record of the College, a protocol for accessing, adding, removing, or changing information or content is required to protect the integrity of the system. Accessing information is protected by Federal Privacy Law and disclosure to unauthorized parties violates the Federal Education Rights and Privacy Act (FERPA). The office of Registrar is responsible for its content.

The data management system is designed to provide information to internal and external audiences. Access is gained through the official college web site www.gscollge.edu. The external (public) segment contains general information and links for prospective students to request information and for online application to the college. The internal (college) segment contains specific information and links intended for the college audience of administration, faculty, staff, alumni, and current students. This is a secure area, accessible via a login/password portal.

Inherent in the ability to post information to the website is the accountability for the propriety and content of that information. All administrators, faculty, and staff, and students have an obligation to protect the integrity of the information in the system. The posting of inappropriate, derogatory, or pornographic information not in keeping with the policies of the College or TriHealth will result in disciplinary action.

- A. System security access and system setup can only be initiated, edited or otherwise changed by the IT Administrator with authorization of the Data Management Steering Committee.
- B. Each administrator, faculty, and staff will be granted a level of security which controls access and posting of information to the system. All users must strictly adhere to the established protocol for information management.
- C. The Sonis Change Request form must be completed by the person requesting the change to any system access or information collected, stored, and/or reported and submitted to the Data Management Steering Committee for approval before any change is completed.
- D. The Data Management Steering Committee members are the IT Administrator (Chair), Registrar, and Director of Institutional Assessment, Research and Planning.
- E. Any content added to the system, must conform to GSC guidelines.
- F. Copyright and trademark rules must be followed.

Approved By: _____ Date: 11/01/2008

Effective Date: 11/01/2008

Review/Revision Dates: _____

Responsible Committee: Administration

SONIS CHANGE REQUEST

Reason for the requested change:

Identify the exact location in Sonis (Attach print out of specific page)

Type of change:

Add content/information

Report Access

Delete content/information

Security Access

Revise content/information

Other

Specify the exact information

Person initiating change:

Name:

Date:

Approval of Steering Committee:

Name:

Date:

Change completion:

Name:

Date: