



NO. 9002 ACCESS TO INTEGRATED INFORMATION SYSTEM DATA

- 1.0 **PURPOSE:** Oklahoma City Community College (OCCC) is committed to protecting system data from unauthorized access. Access to information system data is limited to those who need to use the information in the performance of their job responsibilities.
- 2.0 **SCOPE:** All personnel who have or are responsible for an account (or any form of access that supports or requires a password) or an IT system that resides at any OCCC facility, has access to the OCCC network, or accesses any OCCC data whether stored locally, in the cloud or at a partner facility.
- 3.0 **SYSTEM ACCESS:** System access, based on user need, is requested via an Information Technology Services (ITS) ticketing system ticket. Upon receiving the request, ITS will contact the appropriate employee for the requested system.
 - 3.1 Requests for system access information will be directed to the following employees:
 - 3.1.1 Student Data – Vice President for Student Affairs
 - 3.1.2 Employee Data – Vice President for Human Resources
 - 3.1.3 Financial Data – Chief Financial Officer
 - 3.1.4 Surveillance Cameras – Chief of Police
 - 3.1.5 Other Access – Case by case basis

Effective: August 5, 2002
Revised: December 20, 2004
Revised: May 17, 2010
Revised and Renumbered: October 26, 2021