

Advancement | UCF Foundation, Inc.

Data Integrity Policy

Policy# 10.05

Effective Date: 05/05/2020

Responsible Department: Information Technology Services

1. PURPOSE

Data is an important asset of the University of Central Florida Foundation, Inc. (Foundation). Data is not only used for operational purposes, but also utilized for analysis, control, and strategic decision-making. To maximize effectiveness, mechanisms must be developed to collect, safeguard, and distribute accurate, consistent, useful information to appropriate employees and affiliates of the Foundation.

2. APPLICABILITY

This policy applies to full, part-time and temporary University of Central Florida (UCF) and Foundation employees, contractors, consultants, interns, students, and other workers at the Foundation, including all personnel affiliated with third party employees, who use Foundation information technologies and resources.

3. POLICY

Information maintained by the Foundation is a vital asset that will be available to all employees who have a legitimate need for it, consistent with the Foundation's responsibility to preserve and protect such information by all appropriate means. The Foundation is the owner of all Foundation data, defined as the collection of data elements that are relevant to the operations, plans, or management of a Foundation business unit or are reported on or used in official administrative university reports; individual departments may have stewardship responsibilities for portions of that data. The Foundation intends that the volume of freely accessible data be as great as possible. While recognizing the Foundation's responsibility toward the security of data, the procedures established to protect the data must not unduly interfere with the efficient conduct of Foundation business.

To maintain and protect the value of Foundation data, users accessing data must observe requirements for confidentiality and privacy, must comply with protection and control procedures, and must accurately present the data in any use.

To protect the reliability of data, users will comply with all reasonable protection and control procedures for Foundation data to which they have been granted access.

Users shall use UCF and Foundation data responsibly in accordance with this policy, with UCF policy for 4-008.1 Data Classification and Protection, and with the Non-Advancement and Affiliate Data Access Policy.

4. CLARIFICATION

Requests for clarification of this policy should be sent to the Associate Vice President for Advancement Strategy.

Certified as approved by the Executive Committee of the Foundation Board of Directors on May 05, 2020.

Name: Michael J. Morsberger
Title: Vice President Advancement and Chief Executive Officer

Revision history:
Adoption Date: March 5, 2013
Revised: March 2020

History: 750