ERP Data Integrity and Access Policy

Responsible Office: Office of Information Technology

I. PURPOSE
To ensure correct interpretation and the integrity of data extracted from or stored in enterprise systems, such as Banner and other campus supporting information systems.

II. POLICY
Data from Auburn University ERP systems and databases will be accessed and updated only with standard system supplied facilities.

III. EFFECTIVE DATE
Immediate upon policy approval

IV. APPLICABILITY
University wide - all users of information systems

V. RESPONSIBILITY
IT Professionals and other employees with data extract or data update responsibility authority and capability.

VI. DEFINITIONS
ERP – Enterprise Resource Planning, an acronym for campus wide information systems

VII. SANCTIONS
Deliberate violation of this policy will be considered a Group I infraction under the University Personnel Manual and is subject to disciplinary action, up to and including dismissal.

VIII. EXCLUSIONS
In some circumstances standard data extraction routines and/or data update routines are not available, in which case the ERP Coordinator acting under the authority of the ERP management team (or appropriate designee) may make exceptions.

In some cases programming request may be appropriate for new reporting capabilities.

In some cases programming requests may be appropriate for ad hoc data maintenance programs.

X. INTERPRETATION
CIO – Executive Director, OIT, ERP Coordinator

FINAL APPROVAL: Executive VP, Provost, Banner Executive Committee

ADOPTED: 04/13/2007