Banner Access Policy

1.0 Purpose

The purpose of this Banner Access Policy is to ensure the security, confidentiality and appropriate use of all SungardHE Banner data which is processed, stored, maintained, or transmitted on Lawrence Technological University computer systems and networks.

2.0 Scope

This policy applies to students, faculty, employees, contractors, consultants, temporaries, and other workers at Lawrence Technological University, including all personnel affiliated with third parties who have access to any SungardHE Banner data.

3.0 Policy Statement

Banner data is the property of Lawrence Technological University. Access to Banner data is restricted to authorized personnel and must be approved, in writing, by the Executive Director of Information Technology Services.

Banner data will be used for official university business only.

Individuals’ accessing Banner data will uphold the confidentiality, privacy, policies and laws that may apply with respect to their accessing, using or disclosing such information.

Banner Module owners have sole authority to authorize access to the data within the module they administer. Module owners are encouraged to use the principle of least privilege when authorizing access to their module data.

Individual or process accessing Banner data regardless of its form (electronic or hardcopy) will ensure all measures are taken to protect the data from unauthorized access. If an unauthorized access does happen, Information Technology Services must be notified.

Anyone in the service of the University with a genuine business or educational need may have access to the Banner data. Individual access will be removed once the individual leaves the university or is on an extended absence.

Multiple employees sharing the same Banner account is prohibited.