

## Data Ownership Guide

Ownership of data is determined by the nature of the data itself and by the constituency to which the data pertains. The tables below help to illustrate those relationships.

Data Type	Primary Data Owners	Secondary Data Owners	Description
Medical and counseling records	Student Health Center Counseling Center College of Health Professions	None	Healthcare and counseling records of students and employees*
University Police Department records	University Police Department	None	Law enforcement records of students and employees**

\* Healthcare and counseling records must not be released, except as required by the Texas Public Information Act (TPIA) in a way that does not violate federal (e.g. Health Insurance Portability and Accountability Act) or state (e.g., Medical Practice Act) laws.

\*\* Law enforcement records of the University Police Department must not be disclosed to other than law enforcement officials of the same jurisdiction or to campus administration for internal action due to violation of university policy ([UPPS No. 05.04.01](#)) except as required by the TPIA in a way that does not violate FERPA laws. To protect their confidentiality, information that explicitly or implicitly identifies crime victims should never be released publicly.

In addition to medical, counseling, and police records, the University maintains and may release information on the 11 different constituencies identified below. Some requests may involve information for a combination of these constituencies. These data owners are responsible for compliance with legal and policy requirements related to their data. Generally speaking, the primary data owners are the official sources of data shown in this table. The primary and secondary data owners are the only offices authorized to release data pertaining to the listed constituency.

Constituency	Primary Data Owners	Secondary Data Owners	Description
Prospective students	Undergraduate Admissions Graduate College	Institutional Research	Information provided only on eligible/accepted applicants  Requests are usually based on semester and admission category (freshmen, transfers, graduates, etc.)
Current students	Registrar Graduate College	Institutional Research	Defined as anyone registered and enrolled for a current or future semester as of date specified.  Always relative to a particular semester.

Former students	Registrar Donor Relations Graduate College	Institutional Research Alumni Affairs	Anyone who previously attended Texas State but is not enrolled for the current or any future semester. The Registrar is the source for data through the last semester a student attended Texas State. Under certain circumstances, Development Services may maintain data for some former students of Texas State who never graduated.
Texas State graduates	Registrar Donor Relations Graduate College	Institutional Research Alumni Affairs	Students with degree from Texas State.
Donors and Alumni	Development Services	Institutional Research Alumni Affairs	Best source for current address information on graduates.
Prospective faculty and staff	Faculty Records Human Resources	Institutional Research	Information is not released.
Current faculty and staff	Faculty Records Human Resources	Institutional Research	Anyone with a salary or wage appointment as of date specified.  Includes temporaries, graduate and teacher assistants and other employees. Excludes students, contractors and their employees.  Religious and ROTC affiliates are not paid by the University and may or may not be considered as employees depending upon the request criteria.
Student employees	Human Resources	Institutional Research	Anyone who currently has or at one time had a student wage appointment.
Former faculty and staff	Faculty Records Human Resources	Institutional Research	Anyone who at one time had a non-student salary or wage appointment, but doesn't have one effective as of date specified. This definition will change as a result of ongoing work with the FAS project.
Retirees	Human Resources	Institutional Research	A subgroup of either current or former faculty or staff.
Other*	University Attorney	Institutional Research	Any information not described above.

\*Guidelines for the release of data not mentioned in the above table are not set forth in any part of this document. The University Attorney should be consulted before any decisions are made about the non-release or release of other data types.