WSU POLICY APPROVAL
COVER PAGE

DATE POLICY REQUEST TO PET:	[INSERT DATE]				
IS THIS A NEW POLICY OR CHANGE TO AN EXISTING POLICY?		NEW		EXISTING	X
CURRENT POLICY TITLE:	19.18 Third Party Data Transfers				
REVISED POLICY TITLE:	N/A				
LAST REVISED DATE OF POLICY:	October 11, 2022 (approved but not published)				

INITIATING AUTHORITY   :

3.

3. **Controlled Affiliated Organizations:** Wichita State University Intercollegiate Athletic Association, Inc., Wichita State University Union Corporation, Wichita State University Innovation Alliance, Inc., WSIA Investments Corporation.

4. **Data Management Committee ("DMC"):** The University committee charged with managing and maintaining compliance with the Higher Learning Commission requirements related to institutional data for accreditation which includes but is not limited to providing oversight to

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19.18 / THIRD PARTY DATA TRANSFERS

I.   INITIATING AUTHORITY

    A.   Information Security and the Chief Data Officer serve as the initiating authorities for this policy.

II.   PURPOSE

    A.   The purpose of this policy is to decrease the risk around transmission and transfer

2. All ~~Data~~Restricted Use Agreements must be reviewed and approved by the Office of General Counsel.

3. Restricted Information may be transmitted without a Restricted Use Agreement if the Restricted Information includes:

   a) student educational records protected by the Family Education Rights and Privacy Act (FERPA) and is being produced to the student, or a third party authorized by the student, pursuant to a valid FERPA authorization and release, or as otherwise permitted under FERPA;

   b) patient records protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and is being produced to the patient, or a third party authorized by the patient, pursuant to a valid HIPAA authorization and release, or as otherwise permitted under HIPAA;

   c) confidential personnel records and is being produced to the employee, or an third party authorized by the employee, pursuant to a valid authorization and release; or

   d) records that are requested or compelled by court order, subpoena, or otherwise mandated to be produced under the law.

C. Termination of Transfer of Restricted Information

1. Users must notify either the DMC (for WSU Restricted Information), IDP IT (for IDP Restricted Information), or both (for both WSU Restricted Information and IDP Restricted Information) prior to termination of a Data Transfer to obtain transfer termination instructions.

2. The DMC and/or IDP IT may request termination of the transfer of Restricted Information and/or ~~Data~~Restricted Use Agreement.

I.IV. DEFINITIONS

A. For the purpose of this policy only, the following definitions shall apply:

1. Bulk Data: An electronic collection of data composed of information from multiple records, whose primary relationship to each other is their shared origin from a single or multiple databases.

1.2. Cloud Service: Networked computing facility(ies) providing remote data storage and processing services via the internet. This can include but is not

limited to Infrastructure as a Service (IaS) or Software as a Service (SaaS) delivery methods and includes all cloud services, regardless of capacity.

2.3.   Controlled Affiliated Organizations: Wichita State University Intercollegiate Athletic Association, Inc., Wichita State University Union Corporation, Wichita State University Innovation Alliance, Inc., WSIA Investments Corporation.

3.4.   Data Management Committee ("DMC"): The University committee charged with managing and maintaing compliance with the Higher Learning Commission requirements related to institutional data for accreditation which includes but is not limited to providing oversight to University data systems to ensure data integrity, best practices in data management, reporting standards, information consistency, and security access.

4.5.   Data Transfer: Automated or manual transfer of Restricted Information from the University to a Third Party that involves the following agreements and/or situations: (1) agreement for the purchase or use of Cloud Services for data storage, transfer, or processi

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A. ~~Kansas Information Technology Security Standard (ITEC) 7230A~~

B. ~~WSU Policy 3.12 / Security and Confidentiality of Student Records and Files~~

C. ~~WSU Policy 20.17 / Protected Health Information~~

A. ~~WSU Policy 20.18 / Privacy of Financial Information~~ Kansas Information Technology Security Standard (ITEC) 7230A

B. WSU Policy 3.12 / Security and Confidentiality of Student Records and Files

C. WSU Policy 20.17 / Protected Health Information

D. WSU Policy 20.18 / Privacy of Financial Information

VI. REVISION DATES

A. [INSERT PET APPROVED DATE]

~~D.~~