

Data Request Decision Tree: Guidelines for Internal CSUF Requestors

Question 1: Will the data be shared outside of CSUF?

- **Yes:** Note that IRB submission may be required: Verify with the [IRB approval decision tree](#). Move to Question 2.
- **No:** Move to Question 2.

Question 2: Does the data you need include identifiable or individual record level data?

- **Yes:** Move to Question 3.
- **No:** De-identified or directory (non-private) data is available in our [CSUF Dashboards](#). If you still need more or can't find what you need, please submit a [data request](#) (subject to approval).

Question 3: Are you using the data for educational purposes (i.e., program or curriculum improvement)?

- **Yes:** Move to Question 4.
- **No:** Not that FERPA compliance is required and you need signed consent forms from students/faculty/staff. Also, for identifiable or individual record level data, please be ready to provide the following: Letter of support from the appropriate college and/or division leadership based on the nature of the request; Data security plan; Approved IRB (if applicable). Please submit a [data request](#) (subject to approval).

Question 4: Is this a part of your official job responsibilities?

- **Yes:** For identifiable or individual record level data, please be ready to provide the following: Letter of support from the appropriate college and/or division leadership based on the nature of the request; Data security plan; Approved IRB (if applicable). Please submit a [data request](#) (subject to approval).
- **No:** Not that FERPA compliance is required and you need signed consent forms from students/faculty/staff. Also, for identifiable or individual record level data, please be ready to provide the following: Letter of support from the appropriate college and/or division leadership based on the nature of the request; Data security plan; Approved IRB (if applicable). Please submit a [data request](#) (subject to approval).

Additional information:

- **FERPA:** The Family Educational Rights and Privacy Act (FERPA) provides students certain rights regarding their educational records. All university officials using

identifiable or record level data must meet all training requirements and must use the data in compliance with FERPA.

- **IRB:** The CSUF Institutional Review Board (IRB) protects the rights of human subjects participating in research activities. All human subject research must have an IRB approved protocol and adhere to pertinent regulations.

For questions, please email data@fullerton.edu.