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Bethany Lutheran College, Inc.

DATA MODIFICATION POLICY

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Purpose and Scope

Bethany Lutheran College's (BLC) recognizes the need to update data that exists within a database. Reasons for this include updating incorrect data, adding data, or removing unnecessary or incorrect data. The best method for doing this is to have end users modify the records using the appropriate software application. However, there are times when this is not possible or when it is not feasible (due to the number of records involved). When this is the case, a script or trigger will be written to modify the data.

Only BLC's Information Technology Services (ITS) department has security rights to create and execute scripts or triggers that will directly update a database. As part of their jobs, the ITS staff is trained in using such tools.

Procedure

Request / Approval for Data Modification

In order to create scripts or triggers, a formal request submitted to ITS will be required as documentation. If the modification being requested impacts multiple departments or offices, discussions should convene so all who are impacted are in agreement of the change.

See Data Modification Request Form and Data Modification Request Form instructions.

Testing of Data Modification

All scripts and triggers must be tested in a test environment and reviewed by the requestor to ensure results are what are expected. Approval of the results is required prior to ITS executing them on a live database.

Implementation of Data Modification

Once approvals of the tested modification are received, ITS will work with the requestor to schedule the actual modification to the live database in order to minimize the impact on the end-users.

Notification of Final Data Modification

ITS will notify all departments or offices of the update once it has been made.

Version/Change Log

ITS will be responsible for maintaining documentation of the request and any supporting documentation.

Enforcement

Anyone found to have violated this policy may be subject to appropriate disciplinary action.