Policy Proposal & Impact Statement (PPIS)

New Policy / Revision / Elimination

Request to:

- ☐ Develop a new policy.
- ☑ Develop a new policy to replace an existing policy.
- ☐ Revisions to an existing policy.
- ☑ Eliminate an existing policy.

Existing Title and Policy number (if applicable):

Policy(ies) replacing (If Applicable):

CWUP 204-03 Information Security and Privacy Roles and Responsibilities and CWU 204-04 Data Classification and Usage Policy, as well as IS Departmental Policy Digital Storage Standard

Submission information:

Date: 8/15/2026 Policy Writer's Name: Colleen Falconer

Responsible Office / Unit: Information Services

Responsible Policy Executive Ginny Tomlinson

New Policy Title (If Applicable)

CWUP 204-XX Institutional Data Policy

Reason(s) for New Policy / Change to Policy / Elimination of Policy:

This new policy was created to reduce the number of university policies about overall use of institutional data and individual and organizational responsibilities regarding that usage. It also updates the information of the policies being replaced, clarifies roles and responsibilities, provides examples of types of common university data for ease of classification, adds new state expectations and requirements regarding upholding the data privacy of individuals.

Policy Statement (what does this policy do? Provide overview of content, major changes or impact)

Institutional data is a critical and strategic asset and a shared university resource that shall be used and managed to support Central Washington University's (the university's) mission. The university has an obligation to protect and maintain the confidentiality, integrity, availability, and quality of data; the security of university information technology systems; and the privacy of individuals, while preserving the ability of authorized users to access and use institutional data to fulfill appropriate university functions. This policy establishes minimum requirements for managing and stewarding institutional data and addresses compliance; data roles and responsibilities at the university; classification of data; restrictions on data use; data disclosure notification; and data retention.

Major changes are identified in the previous question. The impact of this new policy is better

Fiscal Impact (What resources are needed to implement this policy / Any cost savings?).

No additional resources are needed to implement this policy. Indirect costs might be saved in more careful treatment of data, due to the knowledge obtained and subsequent tightened personal employee awareness and controls surrounding data use.

Equity Impact (What is the potential impact on the CWU community, particularly historical under-served and marginalized individuals or groups. If any impact on DEI, identify the equity impact and the plan to eliminate barriers and/or impact).

Due to the inclusion of information on data privacy, employees may be more aware and reflective of the ethical consequences of how data is managed and released to requestors, including how the data of individuals who have traditionally been under-served or marginalized is shared.

Routing Instructions:

Policy Writer – After completing form, please submit to Policy Executive.

Policy Executive – After reviewing, please submit to University Policy Administrator.

University Policy Administrator – Will review and present Policy Proposal & Impact Statement (PPIS) to Executive Leadership Team and President prior to any further action.

Policy Executive Approval:

Name Patrick Pease Signature  Date 10/21/2026

Return PPIS to University Policy Administrator

President Approval

☑ Approve Policy Proposal & Impact Statement Signature 

☐ Remand to Policy Writer Date 11/4/2026

☐ Reject PPIS – *(provide explanation)*

Notes or Explanation:

While we must always mitigate risk, it is essential that we have the ability to integrate our data and systems to increase recruitment, retention, advising, etc.

Submit to University Policy Administrator via email at thomas.pedersen2@cwu.edu