Data Request Protocol

1. **Introduction**

    Due to the implementation of the Computerized Registration System in UP Diliman, data on various student transactions like course grades, and course enlistments became readily available. In this regard, over the years, various entities have requested numerous reports and queries from the CRSRS section to aid in decision making. To formalize these requests, this document describes the current process for any data request that the Office of the University Registrar receives from various entities.

2. **Current Process**

    The entity requesting for any dataset query should write an official letter addressed to the University Registrar. The letter should indicate the attributes of the dataset, its scope and purpose of the data query. The University Registrar refers the following decision matrix for each request that is received:

    - If the requesting party is a UP unit or a Philippine government agency, then the report is provided if the University Registrar approves the request first.
    - If the requesting party is a non-UP unit or students conducting studies (including student organizations and The Philippine Collegian, etc) then the report is provided, if the Chancellor approves the request first, with a recommendation from the University Registrar.
    - Usually, any request is automatically denied if it comes from any non-UP unit and the request contains sensitive information (includes home address, contact details, link of grades to students, etc). However, except for other Philippine government units, the report is provided if the Chancellor approves the request first, with a recommendation from the University Registrar. If the Chancellor approves to give out sensitive data, the CRSRS will require the requesting party to sign an NDA first before the data is provided.

Requesting Party	Level of Approval	Remarks
UP Unit	UR	
Gov't Agency	UR	
Non-UP Unit	Chancellor	If data is sensitive, required to sign NDA/Chancellor's approval
Students	Chancellor	If data is sensitive, required to sign NDA/Chancellor's approval
3rd Party	Chancellor	If data is sensitive, required to sign NDA/Chancellor's approval

    After receipt, all data requests are forwarded to the CRSRS section for evaluation. The Section will then determine whether or not the data can be generated, as well as estimate how long it will take to generate the data. Furthermore, the following policy is followed on each request that is received.

    - If the request needs Chancellor's approval, the requesting party fills out a request form which the Chancellor approves (separate from the Request letter)
    - If the request is for a research/study, the requesting party agrees to share its result with the University
    - The CRSRS only provides data that can be queried from the CRS database.