

SUBJECT: Access to UCF Sensitive Facilities Data	Effective Date: 11/8/18	Policy Number: FSP 2018 FS0019	
	Supersedes: FSP 2013 FPC0005	Page 1	Of 3
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all UCF faculty, staff, and students with access to, and responsibility for, documents related to facilities owned or leased by the university.

PROCEDURE STATEMENT:

To ensure the security of university facilities and the safety of individuals and property, Sensitive Facilities Data must remain secure and confidential. While UCF fully supports and complies with Florida’s Public Records Law, the law contains numerous exceptions for the protection of certain information from public disclosure.

As provided by s.119.07 (1) General exemptions from inspection or copying of public records. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, final formats, which depict the internal layout and structural elements of the building, arena, stadium, water treatment facility, or other structure owned or operated by an agency are exempt from s.119.07(1) and s.24(a), Art. 1 of the State Constitution.

Sensitive Facilities Data, including detailed architectural, civil, survey, site, structural, plumbing, electrical, life safety/security, mechanical building plans, campus utilities infrastructure locations, and maps, may only be made available to authorized university employees and contractors, as set forth herein.

PROCEDURE:

In order to release any UCF Sensitive Facilities Data:

1. The Receiving Party of such data must sign and adhere to the Non-Disclosure Agreement (NDA) located at <http://fp.ucf.edu>. One signed NDA per organization is sufficient. The NDA must then be signed by the Director of Facilities Planning and Construction (FPC). No Sensitive Data may be given out without a valid NDA in place.
2. The Receiving Party must complete an FP 100, Document Request Form, specifying what data they are requesting and for what purpose, and submit the FP 100 form to the Facilities

and Safety (F&S) department contact (e.g., Project Manager, Coordinator) associated with the Receiving Party's project.

3. If no exceptions are taken by the F&S department contact, he or she will sign the form and forward it to the FPC Archivist. If the FPC Archivist is absent, the FPC Office Technology Coordinator (OTC) will assist.
4. The FPC Archivist will verify that the Receiving Party has a valid NDA on file. If there is no NDA on file, the FPC Archivist will ensure one is executed. The FPC Archivist will forward the FP 100 form to the FPC Director for final approval. Upon approval, the FPC Archivist will provide the requested data to the Receiving Party in electronic format. Electronic transmission of Sensitive Facilities Data must have appropriate security measures, such as password protection, individual user authentication, and/or expiration dates of the access to digital content.
5. The FPC Archivist will track all files sent to the Receiving Party. Information tracked must include, at a minimum:
 - a. Building number (if applicable)
 - b. Project or Work Order number
 - c. Project description
 - d. F&S department name, department contact/approver
 - e. Requesting business/department name, address
 - f. Requesting contact name, title, email, phone
 - g. Purpose of request
 - h. Date of executed NDA
 - i. Date FP 100 form was received
 - j. Description of documents provided
 - k. Date documents provided
6. Sensitive Facilities Data shall be kept on an F&S server. UCF personnel can request read-only access to said data through the FPC Archivist. When documents are needed for internal use, departments must first attempt to locate the required documents prior to contacting the FPC Archivist.
7. Sensitive Facilities Data stored in the Warehouse/Plans Room may be accessed only by authorized FPC staff. However, in the case of after-hours emergency situations, F&S directors may contact Work Control to obtain access to the Warehouse/Plans Room. The director requesting access must inform the FPC Archivist that the Warehouse/Plans Room was accessed, identify the materials taken, and return the items to the FPC Archivist.

REFERENCES:

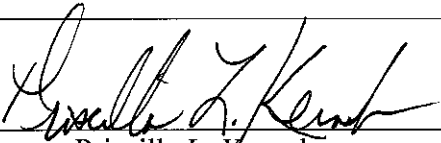
Exemptions under Florida Law: www.myflsunshine.com

Florida's Public Records Law:

<http://myfloridalegal.com/sun.nsf/manual/D85CDE087C3A6818852566F3007272EA>

Form FP100, Document Request Form:

<http://fp.ucf.edu/sites/default/files/forms/DOCUMENT%20REQUEST%20FORM%20%28FP100%29.pdf>

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	