

Data Governance & Security

Keeping You Informed!

Guess who has a new data catalog?

We have moved our data catalog from iData Data Cookbook to our very own Hamilton Databank (requires log-in) built in-house and ready for deposits.



Think of it as a bank for our data assets. Every definition, every piece of lineage, safely vaulted and available to withdraw (with the right permissions, of course).

Here's what changes for you:

A new link for the data catalog. If you're already a Hamilton Databank user, you can now access the [Hamilton Databank](#) directly.

Not a user yet?

Becoming a data champion doesn't take much. Email the [Data Governance Manager](#) and we'll get you set up.

Notification - every time a new definition gets approved, that data is officially open for business, and you'll get an email letting you know. If you'd rather not hear from us every single time, click the gear icon on your notification bell and set your own pace.

Your data, your call. We just handle the vault.



Databank Users

81



Data Portal Dashboards

108



Definitions

581



Datasets

482

Hamilton College Data Citizenship Program is live!!

Ever stared at a spreadsheet and wondered if the number was actually right?

Or squinted at a dashboard and didn't trust the trend line. Seen an "average" that didn't match a single real person. Caught a chart that felt like it was bending the truth a little. Forgotten, for a second, that every row is a student and not just a data point.

That's what the Data Citizenship Program is for.

It's a new program at Hamilton to help you work with our data confidently: what it means, where it comes from, and how to read it without second-guessing yourself. You'll cut through data myths, tell qualitative from quantitative, read charts and tables like a pro, and think through the ethics of how we use student data.

No prerequisites. Just practical skills you'll use the same week.

You'll start as a Data Explorer. From there you move up to Data Navigator. And coming soon: micro badges like Data Storytelling and Data Decision Maker, so you can keep building well past the basics.

Want in? **Email** the [Data Governance Manager](#) and we'll get you started.



Byte-Sized Governance

- Who are our front line champions - [data stewards and data custodians](#) - that are protecting our data assets?
- [Data Governance Training](#) - Becoming a Data Champion and get a digital badge and a sticker! **Email** the [Data Governance Manager](#) if

you are interested in taking this program.

Did you know-

LITS has a website to help the Hamilton College community understand and use artificial intelligence (AI)

[Artificial Intelligence- Hamilton College](#)

WATCH OUT!

Know How the Help Desk Will (and Won't) Contact You

The Help Desk may reach out by phone, email, or in person as part of normal support and troubleshooting. During these contacts, we may ask you to install software or allow a remote connection to resolve an issue. **Scammers exploit** this pattern by posing as the Help Desk to steal your password or get you to install malicious software.

The key difference: Legitimate installs and remote sessions happen when *you* contacted the Help Desk first, or when you've verified the caller is who they say they are. Be suspicious of anyone who contacts you out of the blue and asks you to install something or connect remotely.

If you're unsure whether a contact is legitimate, don't respond. Hang up and call the Help Desk directly at a known number: 315-859-4181.

The Help Desk will never ask for your password, under any circumstances.

MARK YOUR CALENDAR

October is Cybersecurity Awareness Month

Information Security's annual training returns this October, with both **in-person sessions** and an **on-demand option** so you can complete it on your own schedule. Watch your inbox in October for dates, locations, and enrollment links.

ACTION REQUIRED - CLASS OF 2030

Complete Your Security Awareness Training

A reminder to first-year students: your Security Awareness Training was required to be completed before the start of the fall semester.

If this training is not completed by the end of September, your Hamilton WiFi access will be disabled until the training is finished. If you're not sure whether you've completed it, check with the Help Desk today.

COMING SOON

Google Two-Step Verification: Required Enrollment

All Hamilton employees, faculty members, and students will soon be required to enroll in Google Two-Step Verification for improved account security. Two-factor authentication protects your account from unauthorized access by requiring a second verification method in addition to your password.

Note: *this is in addition to the Duo MFA you're already enrolled in - Duo and Google Two-Step protect different systems, both are needed and required.*

More information, including enrollment instructions and support resources, will be communicated in the near future.

Want to get started early? Enroll ahead of time using this guide: **Enable Google Two-Step Verification**

DID YOU KNOW?

Understanding AI Licenses: Individual vs. Enterprise

Not all AI tool accounts protect your data the same way. The license type behind an AI account changes what happens to the information you type into it:

Individual / consumer accounts (the free or personal version you sign up for with a personal email or with your Hamilton email) often allow the provider to use your conversations to train future versions of their AI model. Once that data is used for training, it can't be pulled back out.

Enterprise / education licenses add contractual protections on top: the data you enter is not used to train the underlying model, and the provider commits to specific handling and deletion terms. Hamilton makes amplify.hamilton.edu and Google Gemini available to all members of the campus community under these enterprise protections.

Example: sending a draft document to an individual-license subscription service for a grammar check is a bit like mailing a paper copy of your draft to a company for a grammar check. They mail back a corrected copy, but the company still holds the original. The company can do whatever they want with the original you mailed, including training future workers on its content.

This is an example only! This does not mean you should use any AI tool in any way you have not been authorized to use it. Always follow the guidance of your course instructor, supervisor, or data steward before using an AI tool with coursework, research, or College data.

Library and Information Technology Data Governance & Security
hamilton.edu/data-governance