Data Access and Usage Guideline – EDW Student Data and Human Resources Data Access for the University Library System

Purpose

The purpose of this document is to formalize an agreement between the University Libraries (UW Libraries) and Data Custodians of Student data and Human Resources (HR) data in the Enterprise Data Warehouse (EDW) on the access and usage of this data by UW Libraries. This agreement is to document the data access permissions and roles assigned to the technical implementation, for access by UW Libraries applications, when accessing Student data and/or HR data in the EDW and to the appropriate staging, processing and loading of these data sets into any UW Libraries related system (most notably Alma).

Overview / Problem Statement

UW Libraries have been accessing and loading both Student and HR data for over twenty years using the administrative mainframe system as the data source. The current data feed is difficult to maintain, support and change, and does not provide data for the entire population of UW Libraries patrons. Furthermore, the process is run from a platform that is scheduled for retirement. Elimination of the file transfer processes and adoption of modern, well supported infrastructure for this interface is necessary.

Access to the EDW is controlled by assigning a “role” to the account requesting access. To meet the needs of UW Libraries, the “Payroll Analyst” role is being assigned that provides greater access than the specific business needs outlined below. UW Libraries, in cooperation with UW-IT DSS, has created a data extract program that returns a subset of the total possible data available for the Payroll Coordinator role. In that way UW Libraries agrees not to access sensitive data available for that role except as noted below. Prior to accessing the EDW, UW Libraries will retrieve a list of patrons’ UWNetIDs from the UW Groups Service. These UWNetIDs will be used as key information for retrieval of additional data elements from the EDW.

Observations, Recommendations and Agreements

Access to the following data elements for specific Libraries business needs being granted, either as native or aggregated fields:

- Student data (including Cascadia students), comprising: student number; name (last, first, middle); department (major); campus address (UW Box Number); home address; home zip code; home telephone number.
- Employee data, comprising: employee ID (EIN); name (last, first, middle); home department; campus address (UW Box Number); UW telephone number; home telephone number; home address; home zip code.
• Note that personal (home) contact information is a business requirement for Libraries so that they have a means to invoice patrons for fines or other fees that require payment; in the case of students, this contact point is particularly important since non-payment of such amounts generates a hold on the student’s records.

Access to the following data elements are available but limited in use by UW Libraries:

• The usage of any sensitive data element not listed above is prohibited and no such data elements will be selected.

Concurrence / Responsibility

Note: Concurrence is provided with the understanding that EDW access roles may be reviewed to further refine the access to sensitive data. The EDW access role this service account is assigned to will be adjusted as appropriate.

The undersigned concur with observations, recommendations and Agreement in this data access guideline document.

Signature
Associate Controller, Payroll – Cindy Gregovich
(Data Custodian)

Date 5-18-14

Signature
Assoc. VP HR Admin and Info. Systems – Liz Coveney
(Data Custodian)

Date 5/30/2014

Signature
University Registrar – VirJean Edwards
(Data Custodian)

Date 6/4/14

Signature
Assistant Vice Provost for Academic Personnel – Rhonda Forman
(Data Custodian)

Date 5/29/14

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