

## Data Custodian Guidance on Assigning Users to Roles

**Between:** Data Custodians that have responsibility for authorizing access to the Enterprise Data Warehouse (EDW) according to the Data Management Committees (DMC) Access and Roles matrix.

**Purpose:** To establish a common understanding for Data Custodians approving access to institutional data from multiple subject areas (i.e. Finance, HR, and Student) in the EDW.

**Overview:** The DMC Access and Roles Matrix defines “user access roles” that cross over data in multiple subject area domains (i.e. Finance, HR, Student). Different Data Custodians are assigned responsibilities for their specific subject area domains and uphold the UW Data Management Policy.

When assigning EDW users into a role it is necessary for each Custodian to approve user access to their subject areas. Under some circumstances it may be acceptable to allow certain Custodians to make the approval decision for other Custodians based on the following assumptions:

### Base Assumptions:

1. Roles which have subject areas that have no column (privilege level) or row (span of control) restrictions do not require any Custodian approval for that subject area. The Custodian will be informed of the request but will not have to take action to approve.
2. Roles which have subject areas with row (span of control), but no column (privilege level) restrictions, can have any Custodian of a different subject area approve an access request for that subject area, given they verify what the requestors span of control is. (i.e. verify a person’s organization code)
3. Roles which do not restrict column (privilege level) access higher than “baseline”, within any subject area domain, can be reviewed and approved by a Custodian within any subject area.
4. Requests for access to any role with a HR column (privilege level) higher than “HR Baseline” requires approval from the appropriate HR Custodian as well as the appropriate approval of the other subject area domain Custodians.
5. Requests for access to any role with a Student column (privilege level) of “Student Baseline” requires approval from the appropriate Student Custodian as well as the appropriate approval of the other subject area domain Custodians.
6. Data Custodians should be aware that the row (span of control) restrictions are based on specific “data points” classified within the Access and Roles matrix. (i.e. organization codes, budget codes, etc.) The association of a person to the specific span of control data point is a responsibility that a Custodian has to determine.
7. Data Custodians should be aware that the row (span of control) data points identified in the Access and Roles matrix do change over time. When determining which role to assign a person into a Custodian should consider the most appropriate level based on the business need and the relative change rate of the data points. (i.e. organization codes generally are more static than budget codes)
8. Data Custodians should be aware that currently in order for the EDW to restrict row (span of control) access to a data table that table must include the data point used to restrict span of control access. (i.e. the Person table does not contain budget code, so queries performed using a role with a budget code restriction will still return all rows of the Person table) Tables that do not have the span of control data point will by default allow access to all rows.

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**Advisory Opinions Sought**

This guideline document has been reviewed and approved by the DMC, along with all the Associate Vice Provosts in the Office of Information Management.

**Concurrence**

The undersigned concur with the proposed change in data access described in this Data Management Guideline.

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Executive Officer Signature:                  Printed:                                  Title:    Date:

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Chair of DMC Signature:                  Printed:                                  Title:    Date:

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Attachments:

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