

University of Oregon Administrative Data Warehouse Access Form

To request access to the Administrative Data Warehouse, fill out the top box, read and sign the back, submit to your department head for approval, and then *send the completed form to the Training Officer in the Business Office (for FIS, HRIS), in the Financial Aid Office (for FA), or to the Office of the Registrar (for SIS).*

Requestor and General Information

Name: _____ UO ID: _____ Office Phone: _____

Department: _____ Job Title: _____

Email Address: _____

Check One: Faculty Staff GTF Other (please specify) _____

Please Check One: Request access to: Terminate access to:

Access Requested: SIS (Student Info System) data warehouse

FIS (Finance Info System) data warehouse

HRIS (Human Resource Info System) data warehouse

Please check all that apply: General Confidential Benefits

FA (Financial Aid) data warehouse

Please do not write in this area

Approved: _____
Training Officer Date

All Training Officers

User has been briefed on Code of Responsibility, Access Policy and Appropriate Use of Data

SIS Training Officer Only

Exclude ACADEMIC HISTORY data access

Exclude PERSON data access

Include ATHLETIC data access

Include HEALTH data access

Include HOLDS data access

Include SEVIS data access

Include VETERAN data access

Include HOUSING data access

Approval (Housing Security Officer Signature):

HRIS Training Officer Only

Include GENERAL data access

Include CONFIDENTIAL data access

Include BENEFITS data access

Return completed form to IS Account Administration, account@uoregon.edu, or Fax: 541-346-1722

Information Services Only

Username: _____ Completed by: _____ Date: _____

Notes:

UO Code of Responsibility for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all University employees and to all other persons who have access to administrative records, education records, reports, or any other confidential or privileged documents or information. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential or privileged information is expected to adhere to the regulations stated below:

Any person who has access to administrative records, education records, reports, or any other confidential or privileged documents or information, may not:

- ◆ Reveal the content of any record or report to anyone, except in the proper conduct of his or her work assignments and in accordance with University policies and procedures.
- ◆ Make or allow any unauthorized use of information.
- ◆ Knowingly include false, inaccurate or misleading entry in any report or record.
- ◆ Knowingly expunge a data record or a data entry from any record, report or file.
- ◆ Share access codes or passwords with any other person.
- ◆ Seek personal benefit or allow others to personally benefit from the knowledge of any confidential information they have acquired through work assignments.
- ◆ Remove any original or copy of an administrative record, education record, report, or any other confidential or privileged document, from the office where it is maintained, except in the performance of official duties and authorized by law.

Any knowledge of a violation of this code must be reported **immediately** to the violator's supervisor. Violations may lead to disciplinary action, including dismissal. Violations may also lead to criminal and civil liability.

University of Oregon Administrative Data Warehouse Access Policy

Policies and procedures are consistent with overall institutional policies regarding release of financial information, as outlined in the Administrative Records Policy.

Data that is identified to particular individuals (e.g., inclusion of names, student ID numbers, addresses, telephone numbers, etc.) shall be used only within the scope of the individual's responsibilities.

Any release of any individual or aggregate student information to anyone other than UO employees who have a legitimate educational 'need to know' must be authorized by the Office of Business Affairs (FIS), Human Resources Office(HRIS data) or the Office of the Registrar (SIS data) in a written request stating the use of the data.

Anyone with data warehouse access must ensure that such data is not made available to individuals who do not have access to the same data via a normal Banner Query System (BQS) account, who have not signed a Banner Access Request Form, or who do not have a legitimate educational 'need to know' this data.

Access to the data warehouse information is initially controlled via an authorized userid and password. Data that is saved locally must also be adequately protected from outside access. Data downloaded from the data warehouse and saved locally should be updated frequently so that the likelihood of incorrect data is minimized.

Requests for data or the use thereof that are outside the users' scope must be authorized in advance by the Office of Business Affairs (FIS data), Office of Human Resources (HRIS data) or the Office of the Registrar (SIS data) in a written request stating the use of the data.

Requests (or subpoenas) for individual or aggregate administrative information from law enforcement authorities, government agencies, legislative officials, or any other non-UO parties should be referred to the Office of Business Affairs(FIS data), Office of Human Resources (HRIS data) or the Office of the Registrar (SIS data).

Your signature below indicates that you have read, understand, and will comply with the above Code of Responsibility for Security and Confidentiality of Records and Files, and Data Warehouse Access Policy. This agreement shall be effective when signed below or in counterpart, photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

(Your signature)

(Printed name)

(Date)

Department Head Approval

I confirm that this employee requires access to the indicated data to perform the duties of their position.

Dean/Department Head Approval (**Signature**)

Dean/Department Head Approval (**Printed**)

Date