DATA USAGE REQUEST FORM

1. Detailed instructions on how to complete and submit this form are included on Page 7. Please make sure you read all instructions before completing the form in its entirety. It will save you (and others) time and effort.

2. Before submitting the form, send item IV.1 to the appropriate data steward via email (without the form). The data steward needs to be in agreement with the general parameters of the data request before any form is submitted.

3. The form should be submitted to the mailing list specified in the instructions <u>and</u> the data steward(s). This should be done in one email, with multiple recipients.

Short name of data request	

I. DATA USER/REQUESTOR INFORMATION

Name	
Phone Number	
Email	
Dept/Office	
Supervisor Name (if applicable)	
Supervisor Email (if applicable)	
Date of Request	
Date Data is Needed	

II.   DATA SOURCE

Check all that apply. Allow 4-8 weeks lead time to complete the data permissions process (reword without an actual timeline)

Requested?	Type of Data / Office	Data Steward/Email Address
	Alumni/Donor (Griffin; Marketo; DonorSearch; Uprising) / ARD	Ellen-Marie Muhlbacher emuhlbacher @uchicago.edu
	Budget/Financial (Delphi; Pinnacle) / Budget Office	Paul Castellucci pjcastel@uchicago.edu
	Buildings/space (Archibus) / Facilities Services	James Cook jrcook@uchicago.edu
	Campus Card (Cbord) / Information Security	Matt Morton matt.morton@uchicago.edu
	Employees (Workday) / HR Services	Hayley Harris hhariss@uchicago.edu
	Academics (Workday) / Office of the Provost	Jason Merchant merchant@uchicago.edu
	Financials (FAS; ACCTS)	Maru Mendoza marumendoza@uchicago.edu
	Grants and Contracts (AURA) / *University Research Administration*	Jennifer Ponting ponting@uchicago.edu
	Payroll (Workday) / Shared Services	Jim Hamaguchi jhamagu1@uchicago.edu
	Student Educational Records (AIS) / University Registrar	Andrew Hannah ashannah@uchicago.edu
	Laboratory School	Sarah Arehart sjfitche@uchicago.edu
	Student Financial Aid (AIS) / University Financial Aid	Amanda Fijal afijal@uchicago.edu
	Student Financial Accounting	Diane Fultz dmfultz@uchicago.edu
	Student Housing (StarRez) / Residential Services	Richard Mason rmason@uchicago.edu
	Data Warehouse / Business Intelligence	Stewards as Appropriate Select Data Domains from Above Categories
	Other (Specify)	

III. REQUESTED DATA FIELDS (TABLE A)

If needed, use Table A (appended to this document to describe the specific data fields that are requested.

IV. INFORMATION ABOUT THE DATA REQUEST

1. Provide a brief overview of this project, with a general description of what data is needed, and for what business purposes. This section should include brief statements about the process for handling the data, where it will be stored, and a deletion commitment and/or commitment to ongoing security of the data.

2. Provide more detail on the summary in item IV.1 above. Who will have access to manage the data? Who can view this data? Where will the data be stored? What access controls and/or security permissions will be in place to ensure compliance with data security guidelines? Will data be deleted once project is completed?

3. When is this data needed? Describe the consequences if the data is not received by the above Date Needed.

4. Describe the selection criteria and any filtering conditions for the data (e.g. all current records with certain specific selection rules.). Provide examples if possible.

5. Is historical data required? If so, describe the date range that is requested.

6. What is the frequency that the data should be provided (weekly, monthly, one-time)?

7. Is the data available through some currently supplied sources of data? Discuss with your local IT department the existing data feeds that may have some/all of this data. List those existing feeds.

8. Are photos requested?

   ☐ Students   ☐ Staff   ☐ Faculty/Academics (individuals may opt out of sharing photo)

   ☐ Campus Card ☐ Other ☐ No photos are requested

   Describe why the photos are needed:

   Who will have access to manage the photos? To view the photos?

9. Provide any additional information that is relevant such as resources required, specific business rules, caveats or specific technology needs.

DATA SHARING AGREEMENT — TERMS AND CONDITIONS

Data Stewardship and Policy Compliance: The Receiving Office and all persons who handle the data received in this data feed accept responsibility for its safe usage and storage. The data is meant only for the application described in this document, and is not to be transferred or shared with others. The Receiving Office agrees to keep the data secure and confidential, and to abide by any policy or regulation associated with the type of data that will be sent.

☐ I agree to the above terms and conditions

Social Security Number usage: I agree to abide by the policies described in:
https://itservices.uchicago.edu/policies/policy-digital-use-social-security-number

☐ I agree to the above terms and conditions

Note: If SSNs are included, a signature by an Officer is required per the policy in the link above.

Student/FERPA: I agree to abide by FERPA policy and use of student data as outlined on the Registrar's website and Student Manual: http://studentmanual.uchicago.edu/student_records

☐ I agree to the above terms and conditions

Clinical Data/HIPAA: I agree to abide by HIPAA policy and use of clinical and/or patient data.
More info on BSD's Guidance site: http://hipaa.bsd.uchicago.edu/guidances.html

☐ I agree to the above terms and conditions

Note: If student or patient data is requested, it is recommended that the receiving department agree to require all consumers of the data to sign a compliance statement

Submitted By	Signature:		
	Print Name:	**Date**	

Approved By (Data Steward)	Signature:		
	Print Name:	**Date**	

If the data request involves multiple data domains, use the space below for additional Data Steward approvals.

Approved By (Data Steward)	Signature:		
	Print Name:	**Date**	

Approved By (Data Steward)	Signature:		
	Print Name:	**Date**	

Send to Data Steward(s) for final approval, in addition, please cc: DataUsageRequest@lists.uchicago.edu. For more information on how to sign this form, visit Digital IDs FAQ (https://helpx.adobe.com/acrobat/using/digital-ids.html).

TABLE A: REQUESTED DATA FIELDS

Important: If any student data is requested**, the FERPA flag must be included** as one of the data fields.		

	Data Field	Description and Notes
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STEP-BY-STEP PROCESS:

Permission is required from Data Stewards prior to data sharing. An initial inquiry to the Data Steward(s) describing the project is requested before the Data User Request (DUR) form is sent.

1. Data User (Local Functional User)
    a. Downloads DUR form from website (https://dsc.uchicago.edu/data-requests/)
    b. If needed, initiates discussion with the Data Custodian (Functional Business Analyst) in the source department that controls the database containing the requested data to assist with DUR responses
    c. Completes item IV.1 of the form and emails this information to the Data Steward to confirm that the basic parameters of the request are acceptable
    d. Completes the DUR
    e. Signs and saves a copy of the DUR. For more information on how to sign this form, visit Digital IDs FAQ (https://helpx.adobe.com/acrobat/using/digital-ids.html).
    f. Sends signed DUR as an attachment to a single email, addressed to the Data Stewards involved (who control the data that is being requested), with a CC to DataUsageRequest@lists.uchicago.edu

2. Data Steward
    a. Reviews initial description of request as specified in item IV.1
    b. Resolves questions with Data User as needed
    c. Receives completed DUR
    d. Determines formal approval/disapproval
        i. If approved: signs and saves DUR and sends to Data User/Requester with a CC to DataUsageRequest@lists.uchicago.edu
        ii. If denied: informs Data User/Requester with a CC to DataUsageRequest@lists.uchicago.edu, process ends

If DUR is approved by Data Steward
3. Data User (Local Functional User)
    a. Informs source Data Custodian (or designated role) of project requirements
    b. Forwards signed/approved DURs to source Data Custodian

4. Data Custodian (Source Business Analyst)
    a. Reviews governance policy, contacts IT Liaison as needed per governance procedures.
    b. Discusses project requirements with Data User
    c. Conducts internal departmental meetings to determine resources for data feed
    d. Informs Data User of implementation schedule

ADDITIONAL RESOURCES:

DUR website: https://dsc.uchicago.edu/data-request-process/
DUR email list: DataUsageRequest@lists.uchicago.edu
Data Steward list: https://dsc.uchicago.edu/directory-data-stewards/
Date Usage Guide: http://dataguide.uchicago.edu

Digital IDs FAQ: https://helpx.adobe.com/acrobat/using/digital-ids.html