Aggregate HR Data Warehouse Access

Chancellor's Office Aggregate Human Resources

Data Warehouse Access

The content of this policy is current, although it has not yet been transitioned to the new Fiscal Policy format. This will be accomplished as time and resources permit.

Authority: ORS 351.097

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A. Summary

This policy establishes standards related to security, confidentiality, and access to data in the Chancellor's Office Aggregate HR Data Warehouse. This warehouse contains all person and job information for every employee within the Oregon University System. It is not possible to separate the information in this warehouse by institution, or to limit the employee or job information that is displayed; therefore, it is imperative that the precepts set forth in this policy be stringently followed.

B. Scope

This is a system-wide policy.

C. Purpose

The purpose of this policy is to:

1. Comply with statutory requirements
2. Safeguard confidential and sensitive data
3. Establish procedures for administration of access to the Chancellor's Office Aggregate HR Data Warehouse
D. Methodology

1. Access may be granted to Chancellor's Office personnel who have a legitimate business need for the data. This access will be periodically reviewed to ensure ongoing legitimacy of need.

2. Access may also be granted to institutional personnel while working on a specific, non-routine Chancellor's Office project (e.g., development and testing). Such access would be initiated by the Chancellor's Office project leader.

3. Institutional requests for access will be submitted to the Controller following approval by the employee's division head, the institutional Human Resources director, the Chancellor's Office project leader, and the project leader's division head (if applicable).

4. Request must be made on the OUS HR Data Warehouse Access Request form, accompanied by a signed Statement of User Responsibility form (also known as the Security and Confidentiality form). These forms are available from the Controller's Division security administrator (banner-access@lists.ous.edu) who, upon receiving a request (verbal or written) for access to the Aggregate HR Data Warehouse, will confer with the Controller or designee. If the initial request appears appropriate, the security administrator will forward the OUS HR Data Warehouse Access Request form and Statement of User Responsibility form to the requestor for completion and signatures collection.

5. The completed forms, including required signatures, will be returned to the Controller's Division security administrator, who will forward the form to the Controller or designee for final approval.

6. The Controller or designee will act upon the request. If approved, the Controller will sign and date the request form and forward to appropriate personnel for processing. The requestor will be notified of the action taken.

7. Any employee having access to the Chancellor's Office Aggregate HR Data Warehouse will notify the Controller's Division security administrator immediately upon completion of the project, or when the employee terminates or changes work assignment. Access will be periodically reviewed by the Controller's Division to ensure ongoing legitimacy of need.