**Florida State University**

#### ITS Data Access Request

***DAR-XXXXX***

**Department:**

**Requested by:**

**Date:**

**CRM:**

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# Requestor / Approvals

Please complete the information in each column. Add the names of “additional contributors” to ensure that persons who are involved in the process have been included in the development of this request.

**Requestor Information:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Phone** | **E-Mail** |
| **Project Sponsor - Dean, Dept. Head, Chair** |  |  |  |
| **Project Manager** |  |  |  |
| **Primary Author** |  |  |  |
| **Technical Contact** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Additional Contributors** |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Approvals: (request approval, sign and acknowledgement)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Job Title**  | **Signature** |
| **Consumer Dean, Dept. Head, Chair / Project Sponsor** |  |  |  |
| **Data Steward(s)** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Technical Signoff - move** |  |  |  |

## 1.1 Version History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Updated By** | **Description of Change** |
| 1.0 |  |  |  |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Related Reference Documents

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Name** | **Document Location** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Access Source (Select all that apply)

* Enterprise Directory
* Data Cache
* Web Service
* Custom Interface

## Data Domain (Select all that apply)

* University Budget Purchasing
* Student Financials Financial Aid
* Payroll Sponsored Research Accounting
* Employee Property Accounting
* Admissions  Course, Enrollment, Academic, Student
* Directory, Identity Email
* Application Security
* Other (specify)

# 2 Access Request Description

## 2.1 Executive Overview

Please provide 1-2 succinct paragraphs that describe the nature and purpose of the data access request in language that a reader not intimately familiar with this business process, application, system, etc. will understand.

The Executive Overview should address the following:

What is the purpose of the request?

Who is the intended audience?

What do you need and why?

## 2.2 Business Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Area and Business Process Impacted** |  | **Users Impacted and Intended Audience** |  |

|  |  |
| --- | --- |
| Business Purpose | A brief description of the business purpose being addressed by this data request. |
| Business Benefits | Describe the benefits that will be realized by this access. |
| Alternatives to Request: | Outlines all alternatives. Whenever possible, indicate advantages and/or disadvantages of each. |
| Assumptions | List any and all assumptions |
| Dependencies (process or business) | List all dependencies, i.e., completion of projects, technology changes, etc.  |
| Out of Scope |  |

# 3 Data Access Request Details

## 3.1 Instructions

Give a brief overview of the actions that need to be completed. Include a brief description of Directory, Web Service, Data Cache, and Custom Interface changes. Details such as table names, view names, data mappings belong under each section and not under instructions.

For data mappings included in each section:

To complete the grid below, review the data dictionaries for the Directory and Data Cache:

 [LDAP Attributes](https://pmo.intranet.fsu.edu/ldapidm/Lists/LDAP%20Attribute%20Mappings/IDM%20Team.aspx)

[Data cache Contents](https://pmo.intranet.fsu.edu/csdatacache/Pages/Home.aspx)

Enter Push if the data or service needs to be published to you. Enter Pull if you are going to get the data or call the service.

## 3.2 Directory

Use this section to define the list of actions to complete.

Using the data dictionary above, enter the name of the attribute. The Data Access group will fill in the data classification and domain.

In the target section enter the IP addresses and ports you will use to connect to the Directory.

## 3.3 Web Service – Insert Specific Table

Please provide a detailed description.

## 3.4 Data Cache

Use this section to define the list of actions to complete.

* New table creations
* Database schemas FSUCS\_DATACACHE, FSUHR\_DATACACHE, FSUCM\_DATACACHE, FSUFI\_DATACACHE, or UDB\_DATACACHE affected
* Name of VIEW in FSUVS\_DATACACHE
* Grants for User account
* Description of VIEW to create or modify
* Timing or Schedule
* Include data mapping as an object:

Using the data dictionary above, enter the source and column from the Data Cache. The Data Access group will fill in the data classification and domain. In the destination section, enter the target database name and schema as well as column names. In the details section, whether you will pull the data or if it needs to be pushed and the transmissions method. List the target server and port.



## 3.5 Custom Interface (provide details)

Provide details or reference FSP.

# 4.0      Data Security

By signing this document you agree to the following:

Security controls to protect data as required per data classifications of Protected, Private, and Public will be implemented, monitored, and maintained (For more information, refer to the University Data Classification Guidelines.) .

Data will be shared only with individuals authorized.  This DAR does not authorize sharing this data with other campus units, external entities, or third-parties.

Data will be used only for the intended purpose documented in the data sharing agreement.

If the requester transfers to another campus unit or leaves the University, the Department will notify the Data Access Request group as soon as possible, not to exceed three days beyond the separation.

Any suspected or confirmed unauthorized access of Protected or Private data will be reported to the FSU Office of Information Security and Privacy (ISPO) within 24 hours of discovery.