

Instructions on completing this form can be found on page 5.

DATA USAGE REQUEST FORM

Please note: The ability to accommodate this request and its timing will be dependent upon Data Steward approval, resource availability, and technological complexity.

DATA USER/REQUESTOR INFORMATION

Name		Dept/Office	
Phone Number		Email	
Supervisor Name		Supervisor Email	
Date Submitted		Date Needed	

DATA SOURCE

Check all that apply. Allow 4-8 weeks lead time to complete the data permissions process

<i>Requested?</i>	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	Katrina Spencer katrinaspencer@uchicago.edu
	Buildings/space (Archibus) / Facilities Services	James Cook jrcook@uchicago.edu
	Campus Card (Cbord) / Information Security	Leilani Lauger leilani@uchicago.edu
	Employees (Workday) / HR Services	Brett Leibsker bleibsker@uchicago.edu
	Faculty (Workday) / Office of the Provost	Stephen Gabel sgabel@uchicago.edu
	Financials (FAS; ACCTS)	Jim Ribikawskis jribikaw@uchicago.edu
	Grants and Contracts (AURA) / University Research Administration	Michael Ludwig mrludwig@uchicago.edu
	Payroll (Workday) / Shared Services	Jim Hamaguchi jhamagu1@uchicago.edu
	Student Educational Records (AIS) / University Registrar	Andrew Hannah ashannah@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)	

Note: Postdocs require approval from both Staff and Faculty Data Stewards.
See <https://dsc.uchicago.edu/directory-data-stewards/> for a full list of data stewards.

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.
2. Provide details of who will use this data. Who will have access to manage the data? Who can view this data? What access controls and/or security permissions will be in place to insure compliance with data security guidelines?
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. Describe the specific fields that are being requested. Add additional rows below as needed.

	Data Field	Description and Notes
1	FERPA Flag	If any student is requested, the FERPA flag must be included.
2		
3		
4		
5		
6		
7		
8		
9		
10		

9. Are photos requested?

- Students Staff Faculty/Academics (individuals may opt out of sharing photo)
- Campus Card Other No photos are requested

Note: photos not available for Hospital or Medical Associates

Describe why the photos are needed:

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

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

DATA SHARING AGREEMENT

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:	Date	

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

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

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

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

Send to Data Steward(s) for final approval, in addition, please cc: DataUsageRequest@lists.uchicago.edu

STEP-BY-STEP PROCESS:

Permission is required from Data Stewards prior to data sharing.

Note: an initial inquiry to the Data Steward(s) describing the project is requested before the DUR form is sent.

1. Data User (Local Functional User)
 - a. Downloads DUR form from website (<https://dsc.uchicago.edu/page/dur-data-sharing-form>)
 - 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 DUR
 - d. Signs DUR
 - e. Sends signed DUR to each Data Steward (who controls data that is being requested) with a CC to DataUsageRequest@lists.uchicago.edu
- 2.
3. Data Steward
 - a. Reviews DUR
 - b. Resolves questions with Data User as needed
 - c. Determines approval/disapproval
 - i. If approved: signs DUR and sends to submitter with a CC to DataUsageRequest@lists.uchicago.edu
 - ii. If denied: informs submitter with a CC to DataUsageRequest@lists.uchicago.edu, process ends

If DUR is approved

4. 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
5. 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/>