

Administrative Data Access Provisioning Policy

Policy Summary

The Administrative Data Access Provisioning Policy governs:

- a) The provisioning of our institutional data within our analytical environment.

Who This Policy Applies To

The Administrative Data Access Provisioning Policy applies to any of UW-Madison's users of data.

Rationale

Access to institutional administrative data, reports, and dashboards is currently fragmented. Access to InfoAccess data-views, for example, is granted on a data-view-by-data-view basis. Access to Tableau dashboards is also determined on a dashboard-by-dashboard basis and the developer proposes provisioning requirements (with review by a governance group).

In the current provisioning scheme, there is little connection between access to data-views and access to reports and dashboard—an individual may have access to a data-view but not a report that pulls data from that data-view. There is also little connection between access to data-views, reports, or dashboards that are all similar in terms of functional area and sensitivity of the data accessed—an individual may have access to a “frozen” student view but not a “multi-term” student view, even though the differentiating feature is primarily timing of the data extract.

This policy sets out an access scheme based on functional area (Data Domain) of data-views, reports, and dashboards; the sensitivity of data (Data Classification) in data-views, reports, and dashboards; and the functional area and level of need of individuals. Access is based on Access Groups, and when an individual is in an Access Group, that individual has access to all data-views, reports, and dashboards that are in that functional area at that level of sensitivity (Data Classification).

Policy Statement

1. Broad functional areas (domains) of data shall be designated and named by the Data Stewardship Council. Initial Domains will include:
 - a. Faculty & Staff (HR)
 - b. Student
 - c. Financial Aid
 - d. Finance
 - e. Research Admin

2. Each data domain will be segmented by relevant Data Classifications (i.e. Restricted, Sensitive, Internal, Public.)
3. A Data Steward will be designated for each data domain by the Stewardship Council.

4. In order to be authorized to access data from a particular data domain, approval must be granted by the Steward for that data domain and by the requesting individual's supervisor.

5. If an individual is granted access to a specific classification of data domain (i.e. Internal Student) he/she shall be granted access to all data, reports and dashboards that contain solely data from that classification of data domain.

Exceptions

Exceptions may be granted by the Data Stewardship Council or designee.

Definitions

Administrative Data: As defined at [Data at UW-Madison](#):

“Data that is generated as a result of utilizing enterprise transactional systems, such as student records, employee data, or financial information.”

See <https://data.wisc.edu/data-governance/#classifications> for a summary of how data is classified into our risk classifications.

Link to Current Policy

Will be on the <https://data.wisc.edu> website