

ODS AND EDW DIRECT ACCESS DATA USE AGREEMENT

This user agreement is intended to outline the responsibilities of those University of Oregon employees who have access to institutional data stored in the ODS (Ellucian's Operational Data Store) and the EDW (Ellucian's Enterprise Data Warehouse) This system may contain sensitive or confidential data or protected information about employees, applicants, students and alumni.

UO maintains the confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 ([FERPA](#)), the Health Insurance Portability and Accountability Act ([HIPAA](#)), and the Gramm-Leach-Bliley Act ([GLBA](#)), in addition to other federal, state and international laws and University policies. These laws and policies pertain to the security and privacy of personal, academic, medical, financial and other information along with personally identifiable information (PII) such as social security numbers or dates of birth.

Users under this agreement are expected to be familiar with and adhere to all applicable University policies and procedures as well as generally accepted standards of professional and ethical behavior in their on-the-job conduct when accessing and using the data via direct access. The absence of a University practice or instruction covering a specific scenario does not relieve an employee from acting ethically. Employees who are uncertain about a given situation should consult with the data steward.

Direct access to ODS and EDW database for advanced analytics is provided on a limited basis to a small number of key personnel in academic and administrative units as well as analysts within the Office of Institutional Research. This access, when provided, will be based on a verified business need to perform advanced ad-hoc data analysis which can't be met by pre-defined data models and tools available through the Integrated Data and Reporting (IDR) Cognos application. Users who are eligible for this access typically include those whose primary job is performing data research and analysis for a Dean or Vice President's office.

I agree to fulfill my responsibilities in working with the data in accordance with the requirements and limitations of FERPA, HIPAA, affirmative action, Oregon statute, and University of Oregon policies. In addition, I agree to conform to the following requirements:

1. I will only access and use the data for UO business needs of research and reporting. I will not use the data in any transactional or operation-based systems.
2. I will not share my password with any person or permit any other person to access information under my account.
3. I will not release any data at the individual record level to anyone who has not been authorized to receive such data.
4. I will not report results in a way that could permit inadvertent disclosure of an individual. When data is publicized or released, any cell size with a count of fewer than 10 will be recategorized or suppressed.
5. I will participate in the IDR Direct Access Committee and adhere to the committee guidelines for the interpretation and use of institutional data
6. Knowledge of violation to this agreement must be reported to the appropriate data steward. I understand that activity that is determined to be a breach of this agreement may cause revocation of access, medication of access and/or be cause for disciplinary action up to and including termination.

Briefly describe your business need that requires this kind of access.

By signing this form the user indicates they have read, understand, and agree to comply with the above provisions.

Name:

Email:

Signature:

Date:

Name of Vice President or Dean:

Signature of Vice President or Dean:

Date:

Approval of the STUDENT data steward:

Name:

Signature:

Date:

Approval of the FINANCIAL AID data steward:

Name:

Signature:

Date:

Approval of the HR data steward:

Name:

Signature:

Date:

Approval of the FINANCE data steward:

Name:

Signature:

Date:

Include Accounts Receivable data