



Rensselaer Data Warehouse
Security and Access Policy for Position Control and Labor Data Mart

Extension of the Position Control & Labor data mart security policy in relation to the Employee information

The Philosophy

Access to Employee data will be provided to those individuals who have a legitimate business use and a specific need to know information that enables them to perform their job.

Personal information will be protected while providing access to aggregate data to various campus constituencies to compute statistics, perform comparative analyses and provide timely reports.

The Policy

The following three groups of the administrative roles have been identified:

Level 1 Fund Manager – people responsible for managing finances for organizations and/or funds. Those assigned to the Fund Manager’s role will have very restricted access to only certain data elements, as described in the attached matrix.

Level 2 Department or Portfolio Manager – people responsible for managing the people and/or the finances of a particular Department or Portfolio. Those assigned to the Portfolio/Department Manager’s role will have the same level of access as above plus restricted access to certain additional data elements as described in the attached matrix, only for the people in their organization and only for that period of time the employee was/is in the organization.

This role will also have access to the statistical campus wide counts of Employees for all organizations on campus. In addition, this role will be allowed access to the employee specific information regarding leave status, separation information, etc., for those employees within their organization.

Level 3 HR – certain people within HR Division and/or as designated by the HR Division. Those assigned to the HR role, will have unrestricted access to all Employee data, including statistical campus wide counts of Employees.

Approved by
VP of Human Resources _____ Date _____