

**Rensselaer Data Warehouse
Data Security, Privacy and Access Policy
Financial Data Policy Administration**

Finance Portfolio Execution of Institute Wide Data Security, Privacy and Access Policy for the Finance Data Mart

Financial Managers and the Management of an Organization will have access to the warehoused financial data based on the following criterion

- All financials posted against that Organization
- All funds listing that Organization as a home Organization (*in cases of research funds, this defines where the research is brought into*)
- All funds listing the PIs (or the Financial Manager) associated with that Organization as fund financial managers. (This resolved the Multi-disciplinary issue)
- All funds and Organizations listing that Organization as a predecessor in either one of the above three cases.
- Administrative role: Individuals might be granted access to additional funds and org based on their needs and their role within Rensselaer.

Access

Access as described above will be given by the Data Warehouse group.

Access requested which does not follow the criterion noted above will be considered outside of the execution noted above.

- Written requests will be submitted to the Data Warehouse group
- A review group consisting of the Budget Director, Assistant Vice President for Finance/Controller, and Data Warehouse Manager will review requests and will have the discretion to either authorize/deny access or recommend access to the Vice President for Finance and Chief Information Officer, depending on the nature of the request.
- The respective portfolio owner will be notified of access granted.

The Finance data policy administration as stated above is approved.

Virginia C. Gregg, Vice President for Finance
Date _____

John Kolb, Chief Information Officer
Date _____