

**Rensselaer Data Warehouse  
Data Security, Privacy and Access Policy  
Execution of Finance Data Mart Security**

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***Policy\****

Controlled access to administrative information will be provided to employees for the support of institute functions. The breadth and depth of access is determined by the role of the individual and may be contingent upon training on applicable data policies and responsibilities. Security and privacy will be prioritized over access except as required by business need and by formal agreement among the data trustees involved.

***Institute Wide Data Management Roles and Responsibilities\****

**President and Cabinet-** The President determines overall planning and policy-making responsibilities for Institute data and makes such delegations as deemed appropriate. The Cabinet members, as individuals, are responsible for overseeing the establishment of data management policies and procedures for data governed by their portfolio(s) and for the assignment of data management accountability within their portfolio(s). These policies, procedures, and accountabilities are to be reviewed by the cabinet as a whole and to be approved by the CIO.

***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.

The Finance Portfolio Execution of Institute Wide Data Security, Privacy and Access Policy for the Finance Data Mart as stated above is approved.

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Virginia C. Gregg, Vice President for Finance  
Date \_\_\_\_\_

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John Kolb, Chief Information Officer  
Date \_\_\_\_\_

*\*excerpt from draft Data Warehouse Data Policy dated December 2, 2002*