

## Data Access Policy and Guidelines

# Data Access Policy and Guidelines

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This document summarizes policy and guidelines regarding data access at KU, including both KU Lawrence (KULC) and KU Medical Center (KUMC).

### Overall Access Considerations

- Access is only granted following satisfaction of necessary training and compliance obligations.
- Access is evaluated and granted on a domain-by-domain basis.
- Access is revoked when access is no longer necessary or valid.

### Access Provisioning:

AIRE manages security administration for enterprise Business Intelligence tools and the Data Warehouse, adhering to best practices and integrating with the KU Active Directory.

- **Enterprise Dashboard Access:** Requests for access to dashboards in Oracle Analytics Cloud (OAC), Visual Analytics (Tableau), and Qlik are reviewed and approved by the respective domain data stewards. AIRE then provisions access accordingly.
- **Custom Analysis & Dashboard Creation:** Permissions to create custom analyses or dashboards in Oracle Analytics Cloud (OAC) are granted based on business requirements and domain-specific needs, ensuring alignment with the user’s job duties.
- **Visual Analytics (Tableau) Content Creation:** Access to create content in Tableau is approved based on business needs and job duties. Additionally, purchasing a Tableau Desktop license requires approval through KU’s Technology Procurement Request process, involving KU Procurement and KU IT, with final access granted by AIRE.
- **Enterprise Data Warehouse Access:** Access is approved on an as-needed basis, considering project requirements and the user’s job responsibilities.

### Cross-campus Access

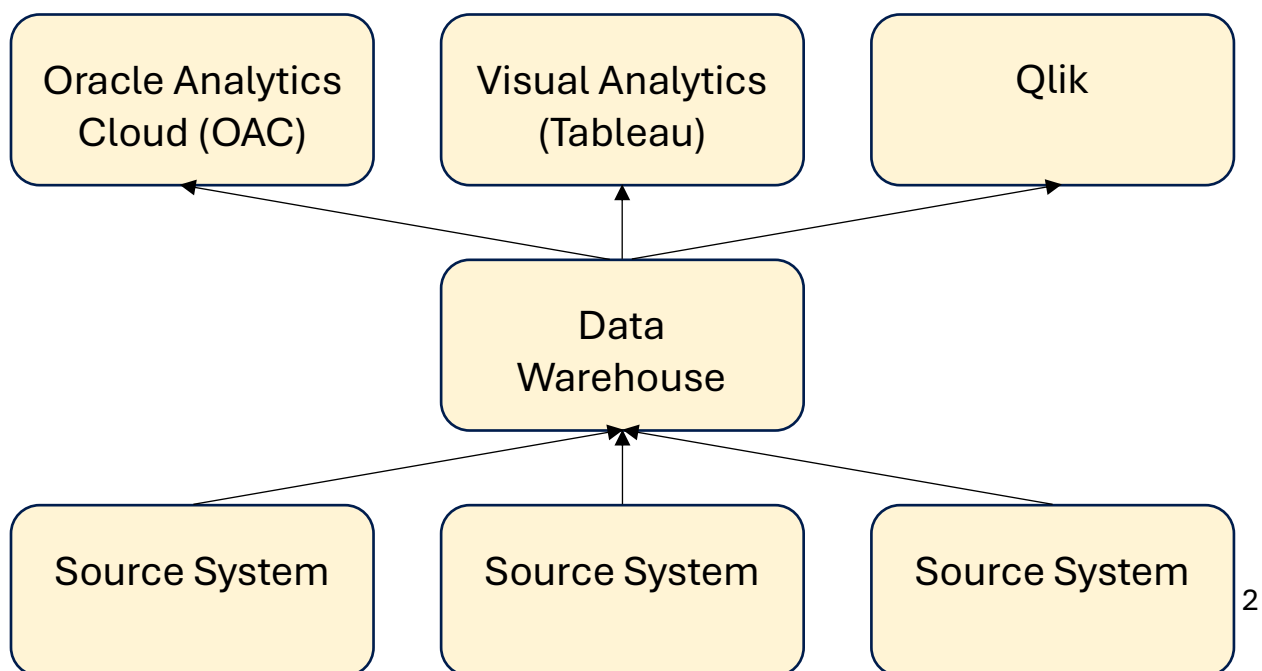
KULC and KUMC data have distinct considerations for data access. Few employees at KU have job responsibilities that require cross-campus data access. Accordingly, access

to otherwise restricted data is limited by default to the campus where it originates. Except in rare circumstances, as determined by the Chief Data Officer, KULC employees shall not be granted access to restricted KUMC data and KUMC employees shall not be granted access to restricted KULC data.

## Multidomain Data Access

Because data access is granted on a domain-by-domain basis, access to the data of the KU data enterprise may be thought of in layers.

- **Source systems** lay the foundation of the data enterprise, storing data in transactional databases directly.
- The Data Warehouse consolidates data from multiple source systems into a unified environment, enabling seamless integration and accessibility. By incorporating data from various domains across the organization, the Data Warehouse serves as a comprehensive, multidomain system designed to support analytics, reporting, and informed decision-making.
- Finally, **reporting and visualization tools** surface data for consumption and interaction with the larger KU community. Oracle Analytics Cloud (OAC), Visual Analytics (Tableau), and Qlik serve as the institution’s designated enterprise reporting and visualization platforms.
  - Power BI is not a recognized enterprise Business Intelligence tool for data analysis and reporting
  - Institutional data should not be used to develop multi-domain analyses or dashboards within Power BI
  - Power BI’s use should be limited to ad hoc data analysis or domain-specific data exploration that aligns with an individual’s job responsibilities



**Access in a multidomain model**

- Direct access to source system data is handled at the source system level
  - Many domains across KU
- Access to multidomain data has two options:
  1. AIRE provisions access to the Data Warehouse, where integrations of source systems are standardized.
    - Access to specific sections of the AIRE Data Warehouse is granted only to individuals who have the necessary permissions for the corresponding source system(s) that contribute to those portions of the warehouse.
    - Access to the AIRE Data Warehouse does not serve as an alternative means to obtain data that a user is not authorized to access in the corresponding source system.
  2. AIRE provisions access to OAC/Visual Analytics/Qlik resources where multidomain integrations have been standardized.
- Data Analysts and Data Consumers at KU are expected to refrain from creating parallel data warehouse environments or shadow data systems that integrate data across domains using their access permissions to source systems or the data warehouse.
  - AIRE is the resource for this task to ensure...
    - Uniform application of data integration logic
    - Access to enterprise resources uses enterprise toolsets
    - Access is centrally managed to ensure no backdoor access events
    - Alignment with KU's strategic and operational efforts for data informed decision making

***\* As AIRE expands as a One KU office, data governance protocols will be extended to KUMC. The guidelines and policies outlined in the Data Governance Toolkit are evolving to align with the One KU framework.***