

Power BI Data Access Request Form

Please Return to:
Jerry.Oman@mnsu.edu

User Information

Employee Name: _____ E-mail Address: _____

Tech ID: _____ Star ID: _____

Department: _____ Position: _____

Official educational need for access to identifiable student data is required.

Official Educational Need for Access:

DATA PRIVACY STATEMENT

I understand that by virtue of my employment with Minnesota State, I am authorized to access and use individually identifiable information that is protected by state and federal privacy laws. I understand the Minnesota State Security and Privacy of Information Resources policy and that I may be subject to discipline for the intentional unauthorized use or disclosure of this information. I further understand that I may be subject to legal action for the intentional misuse of Minnesota State records.

Name of User _____ Date _____

Name of Immediate Supervisor _____

5.23 Security and Privacy of Information Resources

Part 1. Policy Statement. Minnesota State Colleges and Universities is committed to protecting the security and privacy of its information resources and to make information accessible to fulfill its mission of providing high quality higher education. The system shall maintain the confidentiality, integrity and availability of information resources; ensure continuity of operations; prevent, control and minimize the impact of security incidents; and manage risks to those resources regardless of the storage medium, transmission or disposal methods. Each college and university and the system office shall adopt and implement privacy and security policies, procedures, plans, programs and training for its information resources consistent with applicable system policy, procedures and other applicable standards and state and federal law.

All users of Minnesota State Colleges and Universities system information resources are responsible for the privacy, security, and appropriate use of those resources over which they have authority, access or control, and for compliance with applicable laws, regulations, policies, procedures and other standards. Each college, university and the system office shall provide appropriate security awareness resources for its users.

Part 2. Applicability. This policy applies to all users of system information resources; and to all system information resources in any form or storage media, wherever located.

Part 3. Definitions.

Subpart A. Access. Access means the authority to view information, and when appropriate, insert, update, delete, or download information. Access shall be authorized to individuals or groups of users depending on the application of law or system policy or procedure. Technical ability to access information is not necessarily equivalent to legal authority.

Subpart B. Information Resources. Information resources means all data collected, created, received, maintained or disseminated by any Minnesota State Colleges and Universities user, regardless of its form, storage media or conditions of use.

Subpart C. System. System, or Minnesota State Colleges and Universities system, means the Board of Trustees, the state colleges and universities, the system office, and any part or combination thereof.

Subpart D. User. User means any individual, including but not limited to, students, administrators, faculty, other employees, volunteers, and other authorized individuals using system information resources, whether or not the user is affiliated with Minnesota State Colleges and Universities.

Subpart E. Integrity. Integrity means assuring that information is kept intact, and not lost, damaged or modified.

Subpart F. Availability. Availability means assuring that information is accessible to authorized users when needed.

Subpart G. Confidentiality. Confidentiality means assuring that information is accessible only as authorized.

Part 4. Scope.

Subpart A. Procedures. The chancellor shall adopt security and privacy procedures under this policy.

Subpart B. Sanctions. Users who violate this policy or related system, college or university procedures shall be subject to disciplinary action through appropriate channels. Violations may be referred to appropriate law enforcement authorities.

-As of 10/7/16