

Division of Information Technology NetID Identity Services Data Request



For help with completing this form see http://infrastructure.tamu.edu/identity/access/form_help.html or contact Division of IT Identity Services technical support at idm-support@tamu.edu. One request will be used for all instances of a service: production, development and test. Email the completed form to idm-support@tamu.edu.

Requesting Office/Department: _____

Request Type:

Check only one box.

1 Data access via Shibboleth.

Enter production entityID here ▶ _____

Production metadata: Attach or enter URL here ▶ _____

Enter development/test entityID here ▶ _____

Development/test metadata: Attach or enter URL here ▶ _____

2 Data access via web services.

Enter production environment client identifier here ▶ _____

Enter test environment client identifier here ▶ _____

Enter development environment client identifier here ▶ _____

3 Data access via regular data feed.

4 Modify existing data access agreement. Enter existing agreement request number here ▶ _____

Data Details:

5 List data elements being requested. See http://infrastructure.tamu.edu/directory/enterprise_people.html to view a list of data elements stored in the directory. If other data elements are required, send an email to idm-support@tamu.edu with a description of the needed data to determine availability.

6 Target population.

Role. Check at least one box.

- Faculty
- Staff
- Students (enrolled in current semester)
- custom: Enter description below ▼

Location. Check at least one box.

- TAMU-CS main campus
- TAMU-CS School of Law
- TAMU-CS Health Science Center
- TAMU-GV campus
- TAMU-QT campus
- custom: Enter description below ▼

7 For each data element requested, describe usage.

Data Access Details:

8 Name and description of application or service that will use Division of IT Identity Services data (only one per access request).

9 Application hosting: on-campus externally hosted

If this application is later moved to external hosting, data request authorization will not automatically transfer and a new data access request must be submitted

10 Application type: written/maintained in-house third party product
copy of contract must be submitted with data request

11 Is an IT risk assessment conducted for this application/service? Yes No

12 Data refresh frequency (if requesting data via feed).

daily weekly monthly once a semester

13 Contacts for application/service:

	Administrative sponsor	Technical contact/Data access contact
Name		
UIN		
Email		
Title		
Department		
Telephone		

14 Application access (user authorization) management (if requesting data via Shibboleth)

- application will determine user eligibility internally
- application needs IdP to enforce user access authorization. Rules to be implemented:

Data Security:

15 Who will have access to the requested data? Describe in detail.

Fill out item 16 if any requested data elements are categorized as non-directory information.

16 Who will be directly responsible for the security of the data?

Data Security Contact(s)

Name	
UIN	
Email	
Title	
Department	
Telephone	

17 Will data be stored locally in any way?

- Yes** Go to item 18.
- No** Skip items 18-20 and go to item 21.

18 Why is storage of the data necessary?

19 In what form will the data be stored?

20 How long will the data be stored?

Compliance – if data is sent to third-party or externally hosted application:

21 The third-party application is performing an institutional service for which the Local Education Agency (Texas A&M University) would otherwise use employees. No

Comments:

22 The third-party application is under the direct control of the Local Education Agency (Texas A&M University) with respect to the use and maintenance of education records and there is a signed agreement in place. Yes No

Comments:

23 The third-party application is subject to the requirements in §99.33(a) of the FERPA regulations governing the use and re-disclosure of Personally Identifiable Information from education records. No

Comments:

24 The third-party application provides language similar to the information on the tamu.edu site (<http://www.tamu.edu/statements/privacy.html>) about privacy and security. Yes No

Enter URL here ► _____

Comments:

25 The third-party application contains a published statement, visible to the NetID account holder before login, that: No

- a. They have left the Texas A&M University network.
- b. They are logging into a website hosted by <Service Provider> on behalf of <College/Division/Department> of Texas A&M University.

Enter URL here ► _____

Comments:

Request Deadline:

Please be aware it takes **2-4 weeks** after the request is submitted to Division of IT for the request to be processed. Data feeds will take additional time to set up.

26 By what date do you need the data?

TEXAS A&M IDENTITY SERVICES USER AGREEMENT TO ACCEPT RESPONSIBILITY

- Use of University computing resources is restricted to authorized Texas A&M University business.
- I will comply with information security controls and System Regulations, University Rules and SAPs, guidelines, and standards to prevent unauthorized or accidental disclosure, modification or destruction. I will be responsible for any security breach and/or willful misuse or deliberate system damage resulting from any violation of this agreement.
- **Data obtained from Division of IT Identity Services are to be used for the specific purpose stated on this document. This authorization is not transferable to other parties or for purposes not identified by this document.**
- The department authorized for this data will assume the administrative costs to include development and on-going maintenance involved in supplying this data.
- I understand that violation of this agreement may result in disciplinary action, up to and including termination of employment.
- **If automated access approved, access will need to be renewed annually.**

The agreement is bound by the Texas A&M Identity Services Acceptable Use Policy, the University FERPA Policy and University Acceptable Use Guidelines

I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS

Requestor Name (Printed)	Supervisor Name (Printed)
Requestor Title	Supervisor Title
Requestor Department	Supervisor Department
Requestor Signature Date	Supervisor Signature Date

For Division of IT Use Only

Notes:

Signatures:

HR Data Custodian Approval Date	Student Data Custodian Approval Date
Division of IT Approval Date	CISO Signature Date