

## DGSI DATA WAREHOUSE USE & ACCESS RULES

The Data Warehouse is a DGSI tool that provides each user with access to large volumes of confidential/sensitive data that can easily be downloaded either through SQL/Crystal Reports/Crystal object or, in some cases, in raw data format. As a result, each user needs to be vigilant regarding the handling of data downloads out of the Data Warehouse.

If information available within the Data Warehouse (“Data Warehouse information”) becomes available to personnel who should not have access to that information, the user responsible for this security lapse shall be held accountable for the actions of such personnel.

**Data Warehouse users are hereby notified of the obligation to comply with the following rules in connection with the use and access of Data Warehouse information. A Data Warehouse user:**

- Shall use Data Warehouse information only for purposes authorized by appropriate DGSI management personnel.
- Shall not open, review or otherwise use any Data Warehouse information in connection with which he or she has no direct work-related responsibilities.
- Shall not disclose or provide access to any Data Warehouse information except to those having legal or otherwise permissible right thereto.
- Shall password-protect access to Data Warehouse information at all times and shall not share the password. Users will be required to compose difficult-to-guess passwords and change them regularly.
- Shall not use or store Data Warehouse information on any type of portable device or on any home computing equipment.
- Shall not install any program on his or her computer which is not explicitly approved and authorized by DGSI and not required to perform his or her assigned job responsibilities.
- Shall not disable any security program installed on his or her computer for any reason, whether or not the computer is connected to a network.
- Shall read, understand and comply with DGSI’s Policy on Acceptable Use of Computer Resources (Computer Use Policy) and DGSI IT Security Procedures located at <https://security.dg.si.ca> under Security Policies and Procedures.
- Shall immediately report any suspected or actual compromise of Data Warehouse information to the Director of IT. Immediate steps shall be undertaken by DGSI to contain the compromise, determine the extent of the compromise, and maintain the environment in an unaltered state for purposes of further investigation.
- Shall be responsible for any unauthorized access to or from his or her computer account and improper disclosure of Data Warehouse information.
- Shall also agree that all above rules apply to warehouses and data stores known as test systems.
- Understands that any violation of these rules may subject Data Warehouse users to disciplinary proceedings in accordance with DGSI policies, rules and regulations, and applicable collective bargaining agreements.

**ACKNOWLEDGMENT OF DATA WAREHOUSE USE & ACCESS RULES**

I hereby acknowledge receipt of the Data Warehouse Use & Access Rules.

\_\_\_\_\_ (printed name)

\_\_\_\_\_ (Business Unit\Branch\Department Name)

\_\_\_\_\_ (signed)

\_\_\_\_\_ (date)

**Please keep a copy of the Data Warehouse Use & Access Rules and return your signed form and Access Request form to the help desk ([helpdesk@dgsi.ca](mailto:helpdesk@dgsi.ca)) as an e-mail attached PDF document.**

## REQUEST FOR ACCESS TO DGS I DATA WAREHOUSE

*One form to be completed for each proposed Data Warehouse User.*

Type of Request (circle one): Add/Replace    Delete    Date of Request: \_\_\_\_\_

### User Information

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Business Unit: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Business Need: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Data Warehouse Use Agreement signed & returned (circle one): Yes No

**Consultant:**     Yes     No

If yes, please enter the name of your organization. \_\_\_\_\_

If yes, please enter the length of your engagement. \_\_\_\_\_  
(i.e. – 30 days, 60 days or exact date range)

### Supervisor\Manager Information

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Business Unit: \_\_\_\_\_ e-Mail ID: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

### DGS I Approver Information (Director of IT Only)

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Access Request Approved (signed): \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR ACCESS TO DGSi DATA WAREHOUSE

One form to be completed for each proposed Data Warehouse User.

Please complete:

Access to database (circle those requested):

AVANTI**	Great Plains**	eRecruit Financial**	PAM**	eRecruit	Bullhorn
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Access Level required (Circle One Only):

View	Schedule	On-Demand	Advanced	Full Access
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Brief explanation of access levels:

**View** – Allows **viewing** of data or pre-scheduled instances of a report.

**Schedule** – Allows **scheduling** an instance of a report to be generated on a predetermined schedule.

**View on Demand** – Allows **on-demand**, refreshed instance of a report or queries to a database

**Advanced Rights\*\*\*** – Allows **publishing** of reports user owns, or a database stored procedure.

**Full Access\*\*\*** – Allows **publishing** of reports and **complete control** of a report and folder. This includes the publishing of accounting data to all users. Data permissions allow for writing values back into the accessed databases.

## \*\*Accounting Approval

*Any request for reporting access that uses any financial system requires either CFO or Director, Accounting approval.*

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Access Request Approved (signed): \_\_\_\_\_ Date: \_\_\_\_\_

## \*\*\*Advanced Data Access & Approval

*Any request for reporting or data access that requires ADVANCED or FULL ACCESS must pass a SQL competency test as administered and evaluated by the Director of IT*

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Access Request Approved (signed): \_\_\_\_\_ Date: \_\_\_\_\_

Each individual will read and sign-off on the Data Warehouse Use and Access Agreement. This document is available at <http://security.dgsi.ca> under Information Security Policy. Signed documents are to be returned to the helpdesk ([helpdesk@mail.dgsi.ca](mailto:helpdesk@mail.dgsi.ca)) as imaged attachments via e-mail.