Filling out the McGill University Request for Data Trustee Approval

There are benefits and risks that come with using cloud services to store McGill data. To help mitigate these risks, it is essential that we take the steps outlined in the Cloud service acquisition process, including the critical step of fully completing the Request for Data Trustee Approval. The purpose of this form to provide the Data Trustee with all necessary information to authorise the data to be in the cloud.

Terms and Roles:

Requestor: Fully complete the form, with support from ITS.

Information Technology Services (ITS): The portfolio manager (PFM) and their team will work closely with the Requestor to fully complete the Request for Data Trustee Approval.

Data trustee: Assess the appropriateness of sharing the data in the Cloud for a specific need by reviewing the completed form and providing authorization for the data to be in the cloud.

There are 6 sections of Request for Data Trustee Approval:

1. Concept Approval - Request Information
2. Data: What data will be stored, processed and/or transmitted?

> to be filled out by the Requestor with support from ITS, if required

3. Description of Integrations

> to be filled out by ITS with support from Requestor

4. Users: What types of users will be authorized to access/input the data? And How?
    4.1   Description of Users
    4.2   Context Diagram
5. Other Information: Any other pertinent information for data trustee to consider

> to be filled out jointly by the Requestor and ITS

6. Sign-off

> indicates the decision by the Data Trustee(s) and should not be filled out before submitting the form. If data in parts 1-5 changes after approval, form must be resubmitted for re-approval.

1. Concept Approval - Request Information

Business Need Info

Business Need Title:	The title of your project. This field is mandatory.
Business Requestor:	Your name. This field is mandatory.
Requestor Unit:	Your unit – this might be a faculty, department, lab, or office. This field is mandatory.
Sponsor Name:	This field may be left blank if your project does not have a Sponsor
Date submitted:	The date you submit this form. This field is mandatory.
IT Service Manager:	The appropriate manager from ITS. This is typically – but not necessarily - the PFM. This field is mandatory.
BNS #	The BNS number from your approved Business Need Statement, if it exists.

Business Need Description (from BNS): Main Purpose of the System

You will take this field from your approved Business Need Statement, if one exists. This field is mandatory.

2. Data: What data will be stored, processed and/or transmitted?

This section will be filled out by the Requestor.

If detailed information about Data is not available currently (e.g. Going to CFT and solution not yet chosen), enter below a general description of the data types and groupings. Once this detailed information becomes available, it will be provided to the data trustee.

Data	Description	Data Provided By (eg. student, faculty on behalf of student, calculated)	Data Population Set (eg. all students, only BComm students)	Data Trustee
What kind of data will be stored, processed and/or transmitted? This should be brief, meaning only a few words. If you are listing variable / code names, descriptions are mandatory. Include **ALL** data that will end up in the cloud via user input, interfaces, or generated by the system.	A detailed description of the data. Note that the person reviewing your Request Form may not be familiar with your business or work flow, so you may need to be more descriptive than usual. You can also use examples.	How are we getting this data? Is the end user inputting it directly? Are we requesting from another data source, having a person or group input it manually, or another method? Is the data extracted or entered only one time, or ongoing?	Identify the group(s) of people that this data pertains to, describes, or belongs to. Be as specific as possible. For example, if the data pertains to alumni, is it a particular graduating class, or a span of graduating classes? If data pertains to students is it all students, or students of a specific faculty?	Indicate the person(s) responsible for approving the data, based on the type of data. For more guidance, refer to page 6 of the Standard on Enterprise Data Governance (https://mcgill.ca/secretariat/files/secretariat/standard_on_enterprise_data_governance.pdf)
Examples:				
Expected graduation date	This is the date that the student will graduate. It will include month, day and year	Extracted from Banner one time only, prior to launch of Project	All students currently registered in the Faculty of Arts for full-time undergraduate studies for the 2020-21 academic year	Gillian Nycum
Name	Full legal name of staff member. Includes first name, middle name(s) and surnames.	Directly by employee or entered by HR staff.	Employees who have a disability claim.	Diana Dutton
Mailing Address	Student mailing address during the 2020-2021 academic year. Includes street number, street name, city, province, and country. Does not include postal code.	Transcribed by staff member from paper form filled out by student at time of arrival into Academic Advising Office	All students visiting the Academic Advising Office during the month of December 2020	Gillian Nycum
Level of study	Student current level of study at time of data collection	Web form on WMS site	All current part time students in any program at McGill as of Feb 2021	Gillian Nycum
Health status	Student self-assessment of current health status. Options: very healthy, somewhat healthy, somewhat unhealthy, very unhealthy, prefer not to answer	Microsoft Form with link sent via email	Current McGill graduate students that choose to fill out the form, send as an email follow up to their wellness visit.	Executive Director Services for Student
PRIM_DEGREE	Degree program that student is pursuing	Interface from Banner	All students (including post-docs, excluding SCS)	Gillian Nycum

CCR (Co-Curricular record) data elements	CCR Category
	Date
	Experience title
	Coordinating organization / unit
	Description:
	  – what is this opportunity
	  – what did students do
	  – what did they learn
	time commitment
		Generated by system	All students (including post-docs, excluding SCS)	Gillian Nycum

Any other Comments about Data:

Include any additional relevant information. This could include:
  - For what duration (i.e. months, years) will the data be retained in the cloud?
  - Will use of the system be mandatory, or voluntary for end-users (e.g. students, employees) ?
  - If voluntary, is there an option for the end-user to opt out later?
  - Who will manage access to the data, once it is in the cloud?

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Part 3: Description of Integrations should be filled out by ITS. You may leave this part blank if you do not have the correct information.

3. Description of Integrations

This section will be filled out by IT Services.

If detailed information about Integrations is not available currently (e.g. Going to CFT and solution not yet chosen), enter below a general description of the planned integrations.   Once this detailed information becomes available, it will be provided to the data trustee.

Source System	Data	Description/Comment (eg. API, manual load, .xls, batch feed)	Data Population Set (eg. all students, only BComm students)	Frequency
Indicate here all the systems that will be the source of data integrations.	What kind of data will be included in the integration? This data would already have been outlined in **Section 2. Data** above.	Describe here the type of interface that is planned. Will be APIs, batch loads etc.	Identify the group(s) of people that this data pertains to, describes, or belongs to. This **may not necessarily** be the same as what outlined in Section 2. Data above.	Indicate how often this interface will occur. Sometimes it could be only one-time at initial setup or regular intervals or on-request.
Examples:				
Banner	All fields from Section 2. Data that indicate "interface from Banner"	Automated transfer of student information through secure file transfer protocol folder to Campus labs servers.	All students (including post-docs, excluding SCS)	At beginning of every term
CampusLabs	CCR record	Real-time API that will bring data into Banner	The individual student	Real-time

Any other Comments about Integrations:
Include any additional relevant information. This could include:
-       are integrations finalized (solution already exists) or planned/envisioned (going to CFT)?
-       why the need for integrations, versus manual data entry?-

## 4. Users: What types of users will be authorized to access/input the data? And How?

This section will be filled out jointly by the Requestor and IT Services.

4.1 Description of Users

User Type (e.g., staff, student, externals, prospects)	Description/Comment	Number of Users	How will users access system/input data?
Please list all the types of users that will be permitted to either input data into the system, or access it once it is in the system.	Describe the users in detail. Give roles and job titles where applicable.\n\nAlso note which data will be accessible to each type of user.	Exact number is preferable, but if an exact count is not available, please estimate	Include details such as physical location, type of computer or device used
Examples:			
Faculty of Arts academic staff	All academic staff will have full access to all the name, graduation date, and address data within the system, and be able to input, modify, and delete that data.	117	Data will only be accessible from on campus computers and laptops.
Faculty of Arts Associate Deans	Associate Deans will have the same access as academic staff, plus full access to grade reports, including the ability to input, modify, and delete.	3	Data will only be accessible from on and off campus computers and laptops.
General public	General public will be able to connect to a website to view interviews with researchers. Website will be publicized both inside and outside McGill. Visitors to the site will not be able to add, remove, or delete any data.	Unknown. Expected approximately 1,500 users, but this depends on the success of the promotional campaign.	Smart phones, tablets, laptop computers, and desktops, located around the world.
Students	All students (including post-docs, excluding SCS)	40,000	Smart phones, tablets, laptop computers, and desktops, located around the world.

4.2 Context Diagram

[enter here the context diagram, showing user interactions -- below is an example]
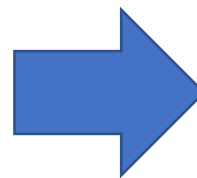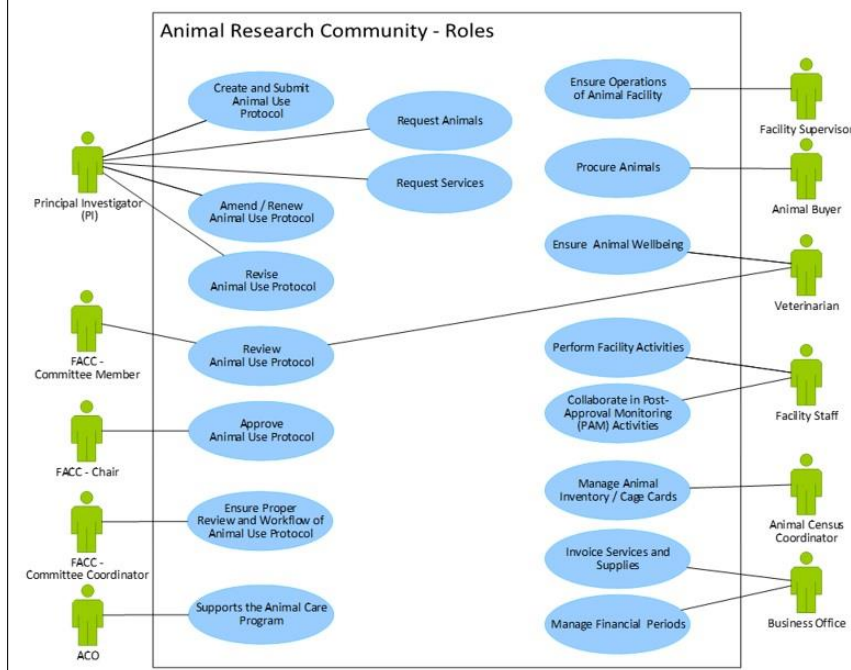
The context diagram will be provided by ITS, but don't forget to include it.