



## California State University, Chico Applications Database (APPS) Service Account Access Request Form

\_\_\_\_\_  
Service Account Contact Name (Print First, Middle and Last Name)      Contact's Phone Ext      New Service Account Name (\_SVC)

\_\_\_\_\_  
Print Name of Department Head (Print First, Middle and Last Name)      Department      AS/Foundation/State/RCE

**Check each applicable box.**

- NEW Service Account** (Establishing access for the first time)      Effective Date: \_\_\_\_\_
- CHANGE/ADD ACCESS to Existing Service Account** (Update access)      Effective Date: \_\_\_\_\_

Purpose of the Service Account

<u>Required Access</u>		
<u>Tables to Grant (filled in by requestor)</u>	<u>Print Name of this tables Data Owner</u>	<u>Data Owner Initials/Approval</u>

The data that this account makes available to users is subject to the guidelines in EM 97-18 (Policy on Use of Computing and Communications Technology) which outlines proper handling and use of university data. Privacy of student record data is required by federal law and, locally, EM 01-01 and users must abide by the requirements of that policy. The department using this Service Account is responsible for assuring that users given access to the application that uses this Service Account or data accessed by this Service Account have gone through the appropriate security evaluation, have been made aware of the security guidelines, and have filled out the appropriate paperwork. Relevant security policy is available at <http://www.csuchico.edu/prs/EMs/1997/97-018.shtml>

\_\_\_\_\_  
Signature of Service Account Contact      Date      Signature of Department Head      Date

\_\_\_\_\_  
Data Warehouse Manager      Date

Please send the original form, once completed, to the Data Warehouse Team, zip 405.

Definitions:

**Data Owner**

Person identified by law, contract, or policy with responsibility for granting access to and ensuring appropriate controls are in place to protect information assets. The duties include but are not limited to classifying, defining controls, authorizing access, monitoring compliance with CSU/campus security policies and standards, and identifying the level of acceptable risk for the information asset. A Data Owner is usually a member of management, in charge of a specific business unit, and is ultimately responsible for the protection and use of information within that unit.

**Data Steward (also known as “Data Custodian”)**

An individual who is responsible for the maintenance and protection of the data. The duties include but are not limited to performing regular backups of the data, implementing security mechanisms, periodically validating the integrity of the data, restoring data from backup media, and fulfilling the requirements specified in CSU/campus security policies and standards.

Reference Materials:

**ICSUAM glossary**

Access Control Policy

Information Asset Management Policy

Information Security Roles and Responsibilities Standard also addresses the responsibilities of Data Owners in Section 5.

Here is the definition from the ICSUAM Glossary <https://www.calstate.edu/icsuam/glossary/def.shtml#D>