Data Management Group Policy

Policy Identification Number: DMG-2009-002-SE
Policy Name: Data Access Roles
Effective Date: April 9, 2009
Approval Authority: Data Management Group (DMG)
Statutory Reference: N.C.G.S. §14-454 - Accessing computers

Policy Statement:
All users who require access to data must be assigned specific data security role/roles, as determined by the source system owner, before accessing any system containing state data. The delivery security liaison(s) for each source system must determine how much access is appropriate and assign the relevant role(s) to the individual that authorize(s) acceptable read/write privileges. Reference DMG policy DMG-2009-003-SE: DPI Access to Information and Systems Policy.

Reason for Policy: To ensure that all data access is limited to those with appropriate authorization as determined by the delivery security liaison.

Policy Details: Access to all state data must be filtered based on access authority/role. This filter may be implemented on a group of records, a single record, a group of data elements, or a single data element within a source system. A data access role defines the scope of data read and/or write access. An individual may be assigned more than one role. The concept of least privilege needed to perform a task shall be enforced when assigning authority/roles to a user.

Related Documents: Statewide Information Security Manual – Chapter 2
https://it.nc.gov/document/statewide-information-security-manual-2015

Contacts: The Division of Data, Research and Federal Polciy is the proponent for this policy. Questions related to this policy or exception to the policy should be directed to the Enterprise Data Manager at 919-807-3241.

Revision History:

Version #	Version Date	Source file	Description of Change	Author
002	9/10/15	O:\PSP\DMG\Current Policy Drafts\Security Policies	Updated Statutory Reference and Related Documents	Diane Dulaney

This policy applies to all data used by the agency in the performance of its mission. This data includes any that is collected, stored, processed, and/or disseminated using DPI information systems.