

# Data Management Group Policy

**Policy Identification Number:** DMG-2009-003-SE

**Policy Name:** DPI Access to Information and Systems Policy

**Effective Date:** April 16, 2009

**Approval Authority:** Data Management Group (DMG)

**Statutory Reference:** N/A

**Policy Statement:** All authorized users must follow the North Carolina State Information Technology guidelines to access (on-site or remote) any system containing state data. Reference DMG policy DMG-2009-002-SE: Data Access Roles.

**Reason for Policy:** To provide data authorization and authentication in accordance with statewide requirements.

**Policy Details:** Prior to accessing any internal DPI data or systems, all users (e.g., state employees, temporary employees, contractors, etc.) are required to sign the DPI Non-Disclosure Agreement.

**Related Documents:** Statewide Information Security Manual – Chapter 2

<https://it.nc.gov/document/statewide-information-security-manual-2015>

**Confidentiality Agreement**

<https://intranet.ncpublicschools.gov/divisions/human-resources/forms/Confidentiality%20Agreement%2011-27-12.doc/view>

**Contacts:** The Division of Data, Research and Federal Policy 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	7/31/09	N/A	Subtitle Addition	Lauren Furer
003	6/17/13	N/A	Updated Division Name	Diane Dulaney
004	9/10/15	O:\PSP\DMG\Current Policy Drafts\Security Policies	Updated Policy Details; Added Related Documents and Confidentiality Agreement	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.