

Data Management Group Policy

Data Sharing Process

Policy Identification Number: DMG-2012-001-SE

Policy Name: Data Sharing Process

Date Approved: April 26, 2012

Approval Authority: Data Management Group

Statutory Reference: N/A

Policy Statement: Source systems shall request access from the publishing system before consuming files from the MFTS (Managed File Transfer System).

Reason for the Policy: Because all NCDPI data stewards are responsible for the security of agency data, each source system must notify the publishing entity how the requested data will be used and who will be able to view the data.

Policy Details and Related Questions:

Data Sharing Process

1. Before any file is shared via MFTS, the publishing source system must grant permission to the consuming source system. Denials should be based on Federal or State regulations regarding the release of data only. NCDPI IT staff must have permission of the publishing business owner to grant access to files consumers.
2. Requesting business owner will use an electronic form (address below) to request permission to consume a file from MFTS. As part of the request, the business owner will specify what type of data is requested (aggregate or student level), how the data will be used and who (which roles) will be able to see it.
3. Publishing business owner will approve or deny the request to share data. Business owners will have one week to approve or deny requests. After one week, no response will be considered as an approval.
4. If the request is denied, the requesting data owner may escalate their request to the Enterprise Data Manager (EDM). The next step in the escalation process shall be the voting members of the Data Management Group. The final arbiter of data sharing requests shall be the NC DPI Associate Superintendents.

The information entered into an electronic data sharing request form will be stored in a database maintained by the Enterprise Data Team. Twice a year (January 15 and July 15), the Enterprise Data Team will supply each publishing business owner with a list of all source systems which are consuming their files. It shall be the responsibility of the publishing business owners to review the information and address concerns to the consuming source system and the EDM.

Related Documents: The Data Sharing Request form may be found on the intranet here:

<https://intranet.ncpublicschools.gov/collaborative-groups/data-management-group/data-sharing-request-form>

Contacts: Questions related to this policy or exception to the policy should be directed to the Enterprise Data Manager at 919-807-3241.

Revision History:

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