I.  PURPOSE  
To establish the School policy for access to space data using the Space Data Warehouse.

II.  SCOPE  
Policy applies to the data recorded in the University Space Data Warehouse

III.  POLICY STATEMENT  
Access to space information for query purposes shall be controlled by the Executive Director of Space Planning and Operational Services and the Director of Planning and Reporting.

Departmental access: Access for query shall be determined by the department chair or center/institute director in conjunction with the School. Once an administrator has been given permission to use the data warehouse, access to data within the data warehouse is unlimited (at present, there is no security within the warehouse. If the University deems it necessary to establish limits to query, this provision may be changed).

The department chair or center/institute director of the organization is responsible for notifying Space Planning and Operation Services of any need to change access upon termination of, or change in responsibilities of, the designated administrator.

IV.  WHO SHOULD KNOW THIS POLICY?  
- Vice Deans/Administrative Directors  
- Department Chairs/Center and Institute Directors  
- Department/Division Administrators

V.  GENERAL INSTRUCTIONS  
The University has developed a form that may be obtained from the Office of Information Systems and Computing. This form should be completed as outlined in Section VI. of this policy.
## VI. PROCEDURES

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON / DEPT</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair/Director</td>
<td>Designate Departmental Administrator(s) with need to query space data Complete Security Access Form and forward to Executive Director, Space Planning and Operational Services</td>
</tr>
<tr>
<td>Executive Director, Space Planning and Operational Services and Director of Planning</td>
<td>Verify that the access requested is appropriate. Sign and forward to University Information Systems and Computing Security Administrator</td>
</tr>
<tr>
<td>Information Systems and Computing</td>
<td>Final approval, Maintain security access table</td>
</tr>
</tbody>
</table>

## VII. CONTACTS

Vice Dean for Administration and Finance, School of Medicine  
Phone: 215) 898-3655  
FAX: (215) 898-0994

Executive Director, Space Planning and Operation Services  
Phone: (215) 898-4611  
FAX: (215) 573-2237

Director, Planning and Reporting  
Phone: (215) 898-1969  
FAX: (215) 898-0994