

*This form is used for requesting Identity data.*

**Conditions for Attribute Release Requests:**

Please be sure to read the last page and check the boxes to acknowledge that you are familiar with the legal and policy requirements that apply to the use, disclosure, and storage of the information you are requesting and that you will comply with those requirements.

**\* All areas required to be completed, if not the form will be sent back.**

**\* Email completed form to [identityaccessrequests@yale.edu](mailto:identityaccessrequests@yale.edu) with Application Name in subject line**

Enter the application name and a brief overview of what the application does and, if student data is requested, the Legitimate Educational Interest for use of this information see page 2.

**\*Application Name:**

**\*Description:** Provide a brief description of the application functionality and what areas of the University use the application.

**\*Business Purpose:** A business purpose must clearly explain why the application needs the categories of data. Please include any supporting documentation as an attachment.

**Legitimate Educational Interest for Student Data:** The Family Educational Rights and Privacy Act (FERPA) makes it clear that “school officials with legitimate educational interests” may be given access to personally identifiable information about students. [Consult this site for definitions of school official and legitimate educational interest: http://registrar.yale.edu/rights-privacy/student-rights-under-ferpa](http://registrar.yale.edu/rights-privacy/student-rights-under-ferpa)

What constitutes legitimate educational interest might include substantiation such as the following:

- The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
- The information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school.
- The information is relevant to the accomplishment of some task or to a determination about the student.
- The information is to be used consistently with the business purposes for which the data are maintained.

**\*Document Legitimate Education Interest:**

Having access to education records or the information within the records does not constitute authority to share this information with anyone not given access through the written policy.

**\*Affiliations(s) with the University you are requesting:**

Please specify the affiliation of the population you need data for.

"X" if requesting	Affiliation	Description	Population (All, School, Planning Unit / Dept / Cost Center)
	Staff	Individual with a current or future HR Position where Workday Worker Type is Staff.	
	Faculty	Individual with a current or future HR Position where Workday Worker Type is Faculty or who have an active academic appointment.	
<b>Please select EITHER one or the other of the following two selections:</b>			
	Student <i>(excluding access to data for students on non-disclosure)</i>	Individual who has matriculated or is currently enrolled as an Undergraduate, Graduate, Professional, Undeclared, Summer or Alumni Auditor student. If the student Privacy Flag is set, data is excluded based upon the student Privacy Indicator:	
	Student (including access to data for students on non-disclosure)	Includes all requested data for students, regardless of the setting of the student Privacy Flag or the student Privacy Indicator.	
	Employee <i>(excluding student employees)</i>	Individuals that receive pay from the University. Typically all Staff and Faculty (except retired and Emeritus), as well as Post Docs, Term Employees, Retired and Paid, other Associate and Paid. Excludes Student Employees and Graduate School and Professional School Students receiving a stipend.	
	Student Employee	Students that receive pay from the University. Includes Graduate School and Professional School Students receiving a stipend.	
<b>Please select EITHER one or the other of the following two selections:</b>			
	Member <i>(including students)</i>	Individuals that are typically eligible for most University services, including Faculty, Student, Staff and Employees, as well as Consultants, Academic Affiliates, and Fellows.	
	Member <i>(excluding students)</i>	Individuals that are typically eligible for most University services, including Faculty, Staff and Employees, as well as Consultants, Academic Affiliates, and Fellows, but NOT including students.	

"X" if requesting	Affiliation	Description	Population (All, School, Planning Unit / Dept / Cost Center)
	Affiliate	Other members of the community, but who do not typically receive University services. Unpaid Retirees, Unpaid Retired Faculty, Unpaid Associates, and Faculty Spouses.	
	No Affiliation	A person without a Staff, Faculty, Student, Employee, Member, or Affiliate affiliation.	
	Specific individuals	Specific individuals who cannot be identified via data attributes such as School or Planning Unit / Department / Cost Center. (Note: business purpose must be very clearly identified.)  <b>Please provide an example.</b>	

**Note:**

- *Alumni are not available in the Identity Data Repository (IDR) or PeopleHub. As students leave Yale University, an inactive Student record remains in the People Hub with information on last identity (e.g, University Person Identifier) and enrollment (e.g., School) while other information (e.g., address) is removed.*
- *As employees leave Yale University, an inactive Employee record remains in the People Hub.*
- *Conferees are not available in the Identity Data Repository (IDR) or PeopleHub.*

\*Data Groupings: Select one or more groupings needed.

"X" if Requesting	Grouping	Description
	<b>Controlled Basic</b>	Contains five (5) commonly needed attributes for system access; <ul style="list-style-type: none"> <li>• Display name *</li> <li>• eduPerson Affiliation</li> <li>• email address</li> <li>• Full Name *</li> <li>• UPI</li> </ul> * Name will default to preferred name, should one exist.
	<b>Controlled Extended</b>	Contains many attributes, including; <ul style="list-style-type: none"> <li>• Primary business title</li> <li>• employee number</li> <li>• mailbox</li> <li>• work phone</li> <li>• <i>(see appendix for the complete list of attributes)</i></li> </ul>
	<b>Controlled NetID</b>	<ul style="list-style-type: none"> <li>• NetID, viewable only by people with a valid NetID, or in service of external authentication (e.g., CAS, Shibboleth)</li> </ul>
	<b>Limited NetID</b>	<ul style="list-style-type: none"> <li>• NetID, viewable by people without a valid NetID for a purpose other than external authentication</li> </ul>
	<b>Limited</b>	Contains private/protected attributes, including; <ul style="list-style-type: none"> <li>• Continuous Service Date</li> <li>• Effective Date</li> <li>• Excluded from Headcount</li> <li>• FTE</li> <li>• Hire Date</li> <li>• Original Hire Date</li> <li>• Privacy Indicator</li> <li>• Seniority Date</li> <li>• Student Leave Status</li> <li>• <i>(see appendix for the complete list of attributes)</i></li> </ul>
	<b>Restricted-Access</b>	High risk and protected; <ul style="list-style-type: none"> <li>• ID Card Number (Mag Stripe Number)</li> <li>• Prox Number</li> </ul>
	<b>Restricted-Date of Birth</b>	High risk and protected; <ul style="list-style-type: none"> <li>• Date of Birth</li> </ul>
	<b>Restricted-Date of Death</b>	High risk and protected; <ul style="list-style-type: none"> <li>• Date of Death</li> </ul>
	<b>Restricted-Disability</b>	High risk and protected; <ul style="list-style-type: none"> <li>• Disability</li> </ul>
	<b>Restricted-Gender</b>	High risk and protected; <ul style="list-style-type: none"> <li>• Gender</li> </ul>
	<b>Restricted-Grad Student Address</b>	High risk and protected; <ul style="list-style-type: none"> <li>• <i>(see appendix for the complete list of attributes)</i></li> </ul>

"X" if Requesting	Grouping	Description
	<b>Restricted-Home Address</b>	High risk and protected; <ul style="list-style-type: none"> <li>(see appendix for the complete list of attributes)</li> </ul>
	<b>Restricted-Layoff</b>	High risk and protected; <ul style="list-style-type: none"> <li>(see appendix for the complete list of attributes)</li> </ul>
	<b>Restricted-Leave</b>	High risk and protected; <ul style="list-style-type: none"> <li>(see appendix for the complete list of attributes)</li> </ul>
	<b>Restricted-Legacy ID</b>	Available only for legacy use; <ul style="list-style-type: none"> <li>Legacy ID (Med_Person_ID)</li> </ul>
	<b>Restricted-Legal Name</b>	High risk and protected; <ul style="list-style-type: none"> <li>(see appendix for the complete list of attributes)</li> </ul>
	<b>Restricted-Marital Status</b>	High risk and protected; <ul style="list-style-type: none"> <li>Marital Status</li> </ul>
	<b>Restricted-National Identifier (e.g., SSN)</b>	High risk and protected; <ul style="list-style-type: none"> <li>National Identifier (e.g., SSN)</li> </ul>
	<b>Restricted-Preferred Name</b>	High risk and protected; <ul style="list-style-type: none"> <li>(see appendix for the complete list of attributes)</li> </ul>
	<b>Restricted-Race and Ethnicity</b>	High risk and protected; <ul style="list-style-type: none"> <li>Diversity_Count</li> <li>Ethnicity</li> <li>Hispanic_or_Latino</li> <li>Primary_Nationality</li> <li>Race</li> </ul>
	<b>Restricted-Salary</b>	High risk and protected; <ul style="list-style-type: none"> <li>(see appendix for the complete list of attributes)</li> </ul>
	<b>Restricted-Termination</b>	High risk and protected; <ul style="list-style-type: none"> <li>(see appendix for the complete list of attributes)</li> </ul>
	<b>Restricted-Veteran</b>	High risk and protected; <ul style="list-style-type: none"> <li>Military Status</li> <li>Veteran_Flag</li> <li>Veteran_Status</li> </ul>

**\*Privacy Indicators:** A privacy indicator is a flag set on a person's identity record that influences how and when data about that person can be displayed.

See this site for student FERPA information: <http://registrar.yale.edu/rights-privacy/student-rights-under-ferpa>

**\*Please complete the below if you are requesting data for students, question #1 must be completed for access to information to students who have elected non-disclosure:**

Question		Answer
1	Are you requesting data for students on non-disclosure?	
2	Who (by person if few, by role if many) will have access (viewable, not hashed or encrypted) to this data?	
3	Does or will a vendor have access to the data?	
4	If so, has the vendor signed a Student Data School Official form or a Cloud Addendum? Please contact Procurement / Vendor Management for assistance if needed.	
4.1	Please enter vendor contract end date (mm/dd/yyyy):	
5	What controls are in place to restrict access to the data for students on non-disclosure?	

**\*Technical Questions:**

Question		Answer
1	<b>Application Hosting:</b> Is the data stored on-site or off-site? If all components of the application are hosted in a Yale data center then on-site, all others are off site.	
2	<b>Security Risk Assessment</b> is required. Please provide Security Risk Assessment assessment #:	
2.2	Is the assessment complete or in progress?	
2.3	SDR Comments (optional)	
3	<b>Service Account:</b> Do you have a Service Account that you would like to use to access this data?	
3.1	If yes, what is the Service Account?	
4	Do you have a current integration that provides People Data or IDR data? If so, please describe the integration.	
4.1	Are you requesting an ongoing or one-time access to this data?	
4.2	Do you need to refresh your data more than once a day? If so, please describe requirements.	
5	<b>Environments:</b> Indicate the environment(s) need the People data for. Please record date needed by: <ul style="list-style-type: none"><li>- Development</li><li>- Test</li><li>- Production</li></ul>	
6	<b>Connection:</b> Please record all connections needed: <ul style="list-style-type: none"><li>- Web Services</li><li>- ODBC or JDBC</li><li>- Other (Select this only if a web service cannot be used. A member of the support team will contact you for more information)</li></ul>	



Sponsor Information:	
Name	
Title	
Department	
NetID	
Email	
Phone Number	

Requestor Information:	
Name	
Title	
Department	
NetID	
Email	
Phone Number	

**Policy Attestations and acceptance of the Conditions for Attribute Release Requests:**

\* Please input "X" to confirm that you have read and understand each policy:

"X"	Policy Link
	I have read and understand <a href="#">Policy 1601</a> <i>Information Access and Security</i>
	I have read and understand <a href="#">Policy 1602</a> <i>Protecting the Security and Confidentiality of Social Security Numbers</i>
	I have read and understand <a href="#">Policy 1604</a> <i>Data Classification Policy</i>
	I have read and understand <a href="#">Policy 1607</a> <i>Information Technology Appropriate Use Policy</i>
	I have read and understand <a href="#">Policy 1609</a> <i>Media Control</i>
	I have read and understand <a href="#">Policy 1610</a> <i>Systems and Network Security</i>
	I have read and understand <a href="#">Policy 1611</a> <i>Program for the Security of Customer Financial and Related Data</i>
	<p><b>I accept the following Conditions for Attribute Release Requests</b></p> <ul style="list-style-type: none"> <li>• IAM will obtain approval from the Identity Data Stewards to remove attributes and/or access to attribute(s) with a 60 day notification to the technical/functional owner of the application, prior to any authoritative source changes.</li> <li>• IAM reserves the right to remove access to this data if the owner of the account is no longer affiliated with the University and a suitable replacement owner cannot be located.</li> <li>• IAM reserves the right to remove access to this data if the owner of the account fails to perform the annual attestation certification requirement when requested.</li> <li>• This data can be used for the approved purpose only. It cannot be used or shared with other systems.</li> <li>• The data you are selecting may contain federally governed data (HIPAA, FERPA).</li> </ul>