THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Data Access Questionnaire

This questionnaire is intended to help campus units who are initiating a request for **CloudApps services** that may involve the use of, or access to, certain types of **sensitive University data** and/or **involvement by ITS**. The University recognizes that the use of, or access to, sensitive data may involve certain risks, and therefore it is important that this form be fully and accurately completed.

Univ. Department: _____

Departmental Contact: _____

Product or Project Name: _____

Brief Description: _____

Data Steward: _____

Source of data: _____

Volume of data (ex: # of records): _____

1. Will the department receive or have access to any data that is **Protected Health Information (PHI)**? PHI is defined as "*individually identifiable health information*," or health information which can be linked to a particular person. This information can relate to:

   - The individual's past, present or future physical or mental health or condition;
   - The provision of health care to the individual; or
   - The past, present, or future payment for the provision of health care to the individual

Protected Health Information (PHI)	Yes ☐ No ☐
Is the product/service for a clinical purpose?	Yes ☐ No ☐
Is the product/service part of a research study?	Yes ☐ No ☐
If yes, please provide the IRB #	_____

2. Will the department receive or have access to any data that is **Personally Identifiable Information (PII)**? The North Carolina Identity Theft Protection Act defines PII as the following:

   - Social security or employer taxpayer ID numbers
   - Driver's license numbers (unless appearing in a law enforcement record), state ID card numbers, or passport numbers
   - Checking account numbers or savings account numbers
   - Credit card numbers or debit card numbers
   - Personal identification ("PIN") codes
   - Digital signatures
   - Other numbers or information that can be used to access a person's financial resources
   - Biometric data
   - Fingerprints
   - Passwords

Personally Identifiable Information (PII)	Yes ☐ No ☐

This is part of a research study	Yes ☐　No ☐

3. Will the department receive or have access to any data that is **student information**? Subject to certain exceptions, any records directly related to a student that are maintained by the University are defined as "*education records"* and are protected by the Family Educational Rights and Privacy Act (FERPA).

Student Information	Yes ☐　No ☐

4. Will the department receive or have access to any data that is any of the following?

Confidential State Personnel Act Information	Yes ☐　No ☐
Information protected under Non-Disclosure Agreement	Yes ☐　No ☐
Sensitive Intellectual Process	Yes ☐　No ☐
Information that, if released, would cause significant harm to the reputation of the University	Yes ☐　No ☐
Donor Information	Yes ☐　No ☐
Other	Yes ☐　No ☐

5. Will the service or product require **integration** or involve **data sharing** to or from existing campus information systems or finance systems? Note that integration includes, but is not limited to, use of Active Directory service, the campus single sign-on (SSO) service, or trusted/shared/federated sign-on services.

Integration or Data Sharing with Existing Systems	Yes ☐　No ☐
If yes, please describe:	

6. Will the service or product require **assistance from ITS**, either for initial setup or ongoing maintenance?

Requires ITS Assistance	Yes ☐ No ☐
If yes, please describe:	

7. Will the service or product **replace or duplicate** any existing campus information systems or finance systems?

Replaces or Duplicates Existing Systems	Yes ☐ No ☐
If yes, please describe:	