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University of Pennsylvania School of Medicine  
Policy & Procedure Manual

**Access to Space Data for Query**

ADMINISTRATION  
Policy Number: ADM-SPA-003  
Date Approved: January 31, 2002

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**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.

	<p>ISSUED BY: <u>Michael E. Black</u> Vice Dean for Administration and Finance, School of Medicine <u>2/20/02</u> Date</p>
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