

UNC-Chapel Hill School of Education Data Checklist – Submission Questions

This asks all the questions needed to get the Data Governance review submitted and moving quickly by providing needed information upfront.

Required fields or fields of vital importance are outlined in red.

General Questions:

Required What is the intended use? Tell us the who, what, when, where, why, and how of this request. How will you use the data related to this request? If you are looking to purchase a new software or service, what will it do for you?

Is this checklist being completed for an IRB Study? What is the IRB#?(Not required if not related to IRB):

Was there a previous DGOG, UCPPD, CERTIFI, IRB or some other form of data governance review? If so, please include a reference number and any relevant information for each (attached emails, IRB number, date or reference for CERTIFI review, etc.)

Required Are you responsible person for the request? If not, then who?

Responsible Persons: Individuals in control of an IT system or vendor relationship are tasked with implementing the necessary controls to meet the MSS requirements. The Responsible Person will be able to answer detailed questions about the management and use of data, access to systems, and history related to this request and will discuss future plans related to it.

Required Who will be managing the platform/software/data? (EdIT or Responsible person)

Data Related Questions:

If you have questions regarding the tiers of sensitive information, please click [here](#). What data is being used and how it is transmitted is vital to ensuring proper protections are put in place to keep the school in compliance with UNC Policy, State and Federal Laws. Be sure to completely fill out this section in detail.

Please note that if it contains any tier 2 or above information a HECVAT and a SOC2 will be required and should be requested from the vendor before submitting.

Required Please describe the Data involved, stored or accessed including where the data is sourced from. If you are using or accessing tier 3 data, **please include a [Data Flow Diagram](#)** which will be used for documentation to obtain approval:

Required Data Fields (Please list or attach data fields involved in this process or software) (Fields represent a specific attribute of an entity or object, such as a user's name, age, email address, PID or form answers)?

Required Data Sources (Describe, if applicable, sources of data (e.g. Connect Carolina, Data Warehouse, vendor source, data import, collecting data directly) related to this request.)?

Required Data Creation (Identify information that will be created and stored in the system such as items that will be manually entered or generated)?

Required What type of data is involved? Select any types of data that you believe to be in scope.

- Protected health information (PHI)
- Social security numbers (SSN) or tax identification numbers (TIN)
- Payment card information (PCI)
- Student data
- Course data
- Employee data
- Payroll data
- Financial data
- Budget data
- Development data
- Facilities data
- Public safety data
- IRB research data
- Non-IRB research data
- Other

Required Does the Data or software have access/store any Tier 2 information (Be specific on what data gives it the Tier 2 classification)?

Required Does the Data or software have access/store any Tier 3 information (Be specific on what data gives it the Tier 3 classification)? If you are using any Personal Health Information (PHI), have you already contacted the Institutional Privacy Office? **Attach your BAA if applicable.**

Required Who will have access to the data being used? What access control methods are in place to ensure authorized access only? How are users trained to use the data and who authorizes access to the data?

Required Which records retention schedule item applies to this data? How will the data be disposed of once its intended use is over?

Purchasing Questions:

Required Is this the first time your department is making this purchase or is this a renewal of an existing contract/license (If it has never been reviewed by DGOG, it is considered a new purchase)?

Required Have you obtained a Voluntary Product Accessibility Template (VPAT) from the vendor for the purchase? If a VPAT is required but could not be obtained, please provide any communication you've had with the Digital Accessibility Office:

Required Who is the vendor of the purchased software? How would we contact them if need be (email, phone, specific point of contact name, etc.) (Please include as much information as possible for contact)?