University of New Hampshire Acceptable Use Policy for Tableau Developers

Policy (Updated September 23, 2016)
Tableau data visualization developers are given access, in support of a valid business need, to use many types of content in Tableau, including data considered Public and Sensitive. (See UNH’s University’s Data Classification policy for more information.) The purpose of this policy is to document the data security stipulations Tableau developers must agree to in order to create, and provide access to, Tableau visualizations using UNH-licensed Tableau software and the Tableau Server. Use of Tableau Desktop Pro licenses purchased under the UNH site license agreement, and use of the UNH Information Technology-administered Tableau Enterprise server, will be granted by the Enterprise Information Management (EIM) team upon agreement to this Acceptable Use Policy.

In Compliance with: University of New Hampshire Data Classification Standard.

Storage, display or inclusion of Restricted and Legally Protected Information (“3 Locks”), such as Social Security numbers or Protected Health Information (PHI), is prohibited for Tableau Server use. (See UNH’s University’s Data Classification policy for more information.)

It is the Tableau developer’s responsibility to restrict access to content published on the Tableau Server only to those individuals permitted to see the data used in the Tableau content. If the Tableau developer is not the data steward for all data elements used, authorization from appropriate data steward(s) must be provided for these individuals before access by EIM is granted.

In addition to data security issues addressed by this policy, standards for other aspects of shared use of Tableau are established and updated by the EIM team.

Individuals who are granted access to Tableau Desktop Pro and Tableau Server are governed by existing University policies governing the privacy and protection of UNH users and data.

Scope
This policy applies to all University faculty, staff, students, and affiliates with rights to publish data, data sources, and visualizations on UNH’s Tableau Server.

Enforcement
Access to content on Tableau Server will be audited on a regular basis to ensure that data are used and shared appropriately.
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Access Modification or Revocation
Tableau developers must notify EIM to request that their access be revoked or changed appropriately if: a) their employment with the University ends; b) professional responsibilities no longer require Tableau Server or a Tableau Desktop Pro license access; or c) the scope of required access changes. In addition, if a Tableau developer does not actively develop content on Tableau Server with Tableau Desktop Pro within three or more months of receiving it, EIM may revoke their Tableau Desktop Pro license.

Acceptance of Terms of Use:
I accept that it is my responsibility as a Tableau developer to restrict access to the content I publish on Tableau Server only to individuals permitted to see the data being used.

I understand that it is my responsibility when requesting Tableau Server access for a group to make sure that the group includes only individuals permitted to see the data being used.

I accept my responsibility as a Tableau developer to abide by all restrictions governing use of institutional data as set forth by data steward(s) of all data sources used in Tableau content.

I agree to abide by all standards and best practices established for Tableau Enterprise use by the EIM team.

I understand that content on the Tableau Server will be audited to confirm that data are used appropriately.

I acknowledge reading this policy and will abide by its stipulations when using Tableau.

Print Name:  __________________________________________________________

Signature:  __________________________________________________________

Date:  __________________________________________________________