

Title: Access to SQL Replication Database

Series: 6006a

Related Regulations:

Date Adopted: September 1, 2011

1 In order to ensure proper access to the SQL replication database, these procedures will be
2 followed by both the Iowa IDEA Central Processing Center and the participating Area Education
3 Agencies (AEAs), Bureau of Student and Family Support Services and the Bureau of Early
4 Childhood Services:

- 5 1. The AEA Director of Special Education or the Bureau Chief will request of the Central
6 Processing Center that a staff person be granted a secured login by signing off and
7 submitting an "Access to the SQL Server" form.
- 8 2. The AEA or DE staff person agrees to access data related only to resident, attending or
9 domicile to the AEA and/or districts served by the AEA.
- 10 3. The AEA or DE staff person agrees to access only special education data, as qualified
11 above, on the SQL server.
- 12 4. The AEA or DE staff person will verify proficiency with SQL.
- 13 5. The AEA or DE staff person agrees to read/view data on the SQL server and will neither
14 delete nor modify data, data structures or tables.

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16 The DE and respective AEA agree to assume primary responsibility for:

- 17 1. notifying the Center staff of change of personnel or duties which may impact access to
18 the SQL database;
- 19 2. ownership of their respective data and information;
- 20 3. all obligations and liabilities arising out of ownership of the data and information;
- 21 4. troubleshooting queries that have been developed or modified;
- 22 5. taking reasonable precautions to protect the privacy of Personally Identifiable
23 Information;
- 24 6. ensuring all staff persons approved for access are aware of, and agree to comply with,
25 these policies and procedures;
- 26 7. protecting the login information from unauthorized use; and
27 8. the fee for service, if applicable.

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29 The Central Processing Center will:

- 30 1. set up a separate account for each AEA or DE staff person for whom an "Access to the
31 SQL Server" form has been signed by the appropriate person and returned to the Center;
 - 32 2. Annually notify the appropriate AEAs and the DE of the people who have access to the
33 SQL database.
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