

## **FACILITIES DATA SECURITY AGREEMENT GUIDELINES FOR ACCESS AND USE**

IU Facilities data include IU campus maps, floor plans, photographic images, building and room inventory text information, as well as details on construction and maintenance projects. These facilities data elements have not been officially classified by the Data Stewards, therefore it is relevant to share the following guidelines preliminarily approved by the FIMS Executive Committee regarding security of facilities data.

Access to facilities data is intended for individual use as a tool to assist IU staff having responsibilities for facilities maintenance/management. All requests for electronic access or paper copies of facilities data should be routed through the Bureau of Facilities. Please read the following guidelines for clarification on access and use of facilities data. Sign, date and return this agreement to Julie Stines, Bureau of Facilities Programming and Utilization, either by campus mail to 1800 N Range Rd or by fax # 812-855-6899.

***Limited Access Facilities Data (CADD files, text data files, and GIS files):***

*Definition: refers to those elements of the institutional database which, because of legal, ethical, or other externally-imposed constraints, may not be accessed without specific authorization or to which only selective access may be granted. This information is not to be shared with anyone who has not been granted access to see this information.*

1. All data concerning all areas on the campuses to which physical access is already restricted shall be considered limited access facilities data. Examples include: sensitive research areas; such as the Kinsey Institute or animal care; sensitive, valuable or rare collections such as collections in the Lilly Library or Museum vaults; computer machine rooms; telecommunications rooms; machine rooms; utility tunnel systems; pharmacies; chemical stores areas; and hazardous waste areas.
2. Room level data identifying the specific location of art holdings.
3. All data concerning offices and residential space for IU President, Vice Presidents, and Chancellors.
4. All data concerning architectural (except floor plans as described below) and engineering levels of information for building and campus infrastructure. Examples include fixed equipment, building systems (mechanical, electrical, hvac, plumbing, etc.), preventive maintenance records.
5. As-built (record drawings) and construction documents for all projects.
6. Project status, contract and cost information for any projects completed by outside contractors.

***University Internal Facilities Data (CADD files, text data files, and GIS files):***

*Definition: refers to those elements of the institutional database that may be accessed by all eligible employees of the University, without restriction, for the conduct of University business.*

1. Floor plans and space inventory (including floor plans linked with data providing more details and information than unlinked floor plans) but excluding limited access data. Floor plans include the following graphic information: walls, windows, doors, columns, room numbers, limited room identification (restroom/auditorium with seating capacity), area (square footage), accessibility/ egress/fire protection features. Information given on request.
2. GIS information for IU campuses (including maps linked to facility data with more detail and information than in public maps, but excluding limited access data).
3. Project progress information including costs for projects completed by University forces and in non-sensitive areas.

***Public Data (CADD files, text data files, and GIS files):***

*Definition: refers to those elements of the institutional database which are available to the general public, including those outside of Indiana University.*

1. Campus plans and maps including building footprint, name, and number but without items restricted to the University Internal and Limited Access classification categories.

I have read, understand and agree to the above guidelines for access and use of IU facilities data.

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(signature)

(date)

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(name, printed)

(Department)

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(ADS user id)