

Documenting External Data Integrations in the Data Cookbook

When do you need to CREATE a Data Cookbook Specification?

- Before the acquisition of any **NEW** technology solution (e.g., application; software) hosted by a 3rd Party with which University data will be shared
- To document the data being shared with an **EXISTING** 3rd Party-hosted technology solution that has not yet been documented in Data Cookbook

1. At unf.datacookbook.com, choose “Create Specification” from the Specification Tab if no Specification exists or “Request a Change” on an existing Specification
2. Provide basic information: Specification Name, Specification Type (New Data Integration or Existing Data Integration), and Functional Area(s): Student, HR, UDAE, Finance, & Financial Aid
3. Provide the Purpose (Why?) and Description (What and How?)
4. Save the Specification
5. If you know specific data fields that will be integrated from UNF to the 3rd party, navigate to the “Definitions” tab and add those fields (*this step is required before final approval*)
6. Submit the Specification for Approval

Data Integration Specification Workflows

New Data Integration Workflow

- Use this specification type if you are looking to acquire a technology solution that requires data to be shared with an external entity

Existing Data Integration Workflow

- Use this specification type if an approved Data Cookbook specification already exists and needs to be modified
- OR**
- Use this specification type to document an existing technology solution that has never been documented in Data Cookbook before (e.g. contract renewal)

Types of Data Integration Approval

Provisional Approval

- Required in order to sign a contract for or otherwise acquire a new technology solution
- Requires:
 - Data Steward(s) & Privacy Officer Provisional Approval
 - IT Security Provisional Approval with an Acceptable BitSight Score
- After provisional approval, the functional owner should request the appropriate security documents (SOC2/SOC3, HECVAT and Privacy Policy) from the vendor to provide to IT Security in anticipation of final approval

Final Approval

- Required before new technology solution can be moved to production environment and go-live occurs
- OR**
- Required if any changes are made to an existing Data Cookbook specification
 - Requires ALL shared data to be defined
 - Requires Data Steward(s) & Privacy Officer final Approval
 - Requires a review of the appropriate security documents (SOC2/SOC3/HECVAT and Privacy Policy) and final IT Security Approval

