

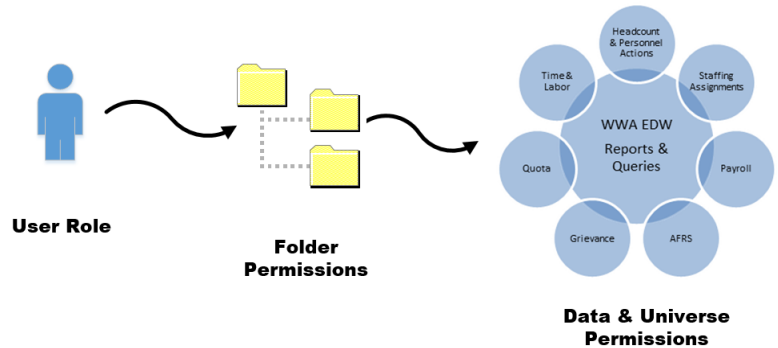
Washington Workforce Analytics Security and Permissions

Washington Workforce Analytics (WWA) Enterprise Data Warehouse (EDW) uses several layers of security to ensure confidential data is properly protected. Security measures include:

- ✓ Role-based permissions.
- ✓ Folder permissions.
- ✓ Data level permissions.
- ✓ Universe permissions.

All users will be required to:

- ✓ Have agency approval to use WWA EDW.
- ✓ Sign a non-disclosure and confidentiality statement.
- ✓ Notify their agency security administrator if they no longer need access to WWA EDW or if access requirements change.



Agencies will perform regular audit and maintenance activities to ensure user security/permissions are current.

Role-based Permissions

WWA role-based permissions determine the tools and options a user can use. All roles have permissions to manage (create, copy, edit, delete, execute, save) Webl documents in their personal folders, as well as execute standard reports from the Washington Workforce Analytics Reports folder.

Role	Permissions
Agency User Small Agency Client Services User Enterprise User (OFM)	<ul style="list-style-type: none"> ✓ Execute queries within designated agency folder. ✓ Power User (Optional): Manage (create, copy, edit, delete, execute, save) documents in designated agency folders.
Agency Secure User Small Agency Client Services Secure User Enterprise Secure User (OFM)	<ul style="list-style-type: none"> ✓ Execute queries within designated agency folder. ✓ Limitations: Due to access to secure data, this role cannot schedule queries to destinations, or send queries to email, BI Inbox, or FTP.
Developer / Security Administrator (OFM)	<ul style="list-style-type: none"> ✓ Manage (create, copy, edit, delete, execute, save) standard reports. ✓ Manage enterprise folder structure.

Folder Permissions

Folder permissions are determined by the user's agency and role. By default, all roles have permission to:

- ✓ View and manage their own private folder.
- ✓ View their agency's folder (Power Users may manage agency folders).
- ✓ View the Washington Workforce Analytics Reports folder.

Data Level Permissions

In addition to having a user role, users are assigned data level permissions which grant them access to certain data based on their agency and role within the agency. For example, an agency user may have access to only view their agency data and they may have access to view statewide data as long as Personnel Number or Employee Name are not included in the query.

Data Level Permissions, continued...

The following list contains each data level and the type of data the user has access to. Secure Data includes date of birth, email address, home address, phone number, social number and all fields related to an employee’s personal identification document: expiry date, issue date, issuing authority, number and type.

Data Level	Permissions
Agency	<ul style="list-style-type: none"> ✓ Restricted to Business Area data. ✓ No access to Secure Data.
Agency with Secure Data	<ul style="list-style-type: none"> ✓ Restricted to Business Area data. ✓ Access to Secure Data for Business Area only.
Statewide Limited	<ul style="list-style-type: none"> ✓ Access to statewide data if query does not include Personnel Number or Employee Name. ✓ Queries with Personnel Number or Employee Name are restricted to Business Area. ✓ No access to Secure Data.
Statewide Limited with Secure Data	<ul style="list-style-type: none"> ✓ Access to statewide data if query does not include Personnel Number or Employee Name. ✓ Queries with Personnel Number and/or Employee Name are limited to Business Area. ✓ Access to Secure data for Business Area only.
Statewide	<ul style="list-style-type: none"> ✓ Access to statewide data including Personnel Number and Employee Name. ✓ No access to Secure Data.
Statewide with Secure Data	<ul style="list-style-type: none"> ✓ Access to statewide data including Personnel Number and Employee Name. ✓ Access to Secure Data.

Universe Permissions

WWA EDW users are granted permission to each universe based on agency need. The level of data the user has access to in each universe is dependent on the Data Level permissions available in that universe.

For example, based on the security matrix on the next page, a user in an Agency User role with access to the Headcount and Personnel Actions and Grievance universes will have the following Data Level permissions:

- ✓ Headcount and Personnel Actions – Statewide Limited Data Level.
 - Statewide data if query does not include Personnel Number or Employee Name.
 - Business Area data only if query includes Personnel Number or Employee Name.
 - No access to Secure Data.
- ✓ Grievance – Agency Data Level.
 - Business Area data only.
 - No access to Secure Data.

Security Matrix

User Role	Universe and Data Level Permissions						
	AFRS	Grievance	Headcount Personnel Actions	Payroll	Quota	Staffing Assignments	Time & Labor
Agency User	Statewide Limited	Agency	Statewide Limited	Statewide Limited	Statewide Limited	Statewide Limited	Statewide Limited
Agency Secure User	Statewide Limited w/ Secure Data	Agency w/ Secure Data	Statewide Limited w/ Secure Data	Statewide Limited w/ Secure Data	Statewide Limited w/ Secure Data	Statewide Limited w/ Secure Data	Statewide Limited w/ Secure Data
Small Agency Client Services User	Statewide Limited	Agency	Statewide Limited	Statewide Limited	Statewide Limited	Statewide Limited	Statewide Limited
Small Agency Client Services Secure User	Statewide Limited w/ Secure Data	Agency w/ Secure Data	Statewide Limited w/ Secure Data	Statewide Limited w/ Secure Data	Statewide Limited w/ Secure Data	Statewide Limited w/ Secure Data	Statewide Limited w/ Secure Data
Enterprise User (OFM)	Statewide	Statewide	Statewide	Statewide	Statewide	Statewide	Statewide
Enterprise Secure User (OFM)	Statewide w/ Secure Data	Statewide w/ Secure Data	Statewide w/ Secure Data	Statewide w/ Secure Data	Statewide w/ Secure Data	Statewide w/ Secure Data	Statewide w/ Secure Data
Developer / Security Admin (OFM)	Statewide w/ Secure Data	Statewide w/ Secure Data	Statewide w/ Secure Data	Statewide w/ Secure Data	Statewide w/ Secure Data	Statewide w/ Secure Data	Statewide w/ Secure Data