Institutional Data Feed Service Policy

1. The objective of this policy is to ensure that the Institutional Data Feed Service (IDFS) provides the correct institutional data to authorised developers when it is required, with adequate safeguards to ensure the confidentiality and integrity of such data.
2. This policy applies to all data requests made to, and data supplied through, the IDFS.
3. The IDFS fulfils several functions. Its role is to:
   a. Provide institutional data feeds to application developers
   b. Act as a single point of contact for data requests
   c. Assist with documentation of, and maintain records for, institutional data flows.
4. IDFS does not include the provision of financial data. The scope of the IDFS is therefore:
   - Data: all institutional data, with the exception of financial data
   - Audience: application developers and owners across the University
5. Use of the IDFS constitutes an acceptance of this and all associated policies (see section 13).
6. All requests for institutional data from core systems must be made through IDFS, to ensure that up-to-date records are maintained of flows and uses of such data. For this reason, in addition:
   a. Institutional data must not be acquired indirectly, via any other systems, without the express written permission of the IDFS provider.
   b. Any institutional data supplied through IDFS for a particular system or purpose must not be passed on to other systems or used for other purposes.
7. ISS reserves the right to terminate without notice access to institutional data supplied via any other process, particularly if such processes are undocumented or pose a threat to the confidentiality or integrity of data. ISS will always endeavour in the first instance to provide advance notice of such termination and work with data providers and consumers to implement an IDFS-supplied alternative.
8. Requests for data feeds must follow the approved data request process, as detailed in the IDFS Service Definition.
9. The IDFS provider reserves the right to refuse a data request which
   a. Is unreasonable (in terms of timescale or content requested)
   b. Could compromise other University policies, regulations and procedures (as outlined in section 13)
10. The completed Data Integration Template constitutes an agreement between the IDFS provider and the data requester. It includes:
    a. technical details of the feeds to be supplied
    b. information on any restrictions of the use of data supplied, including an end or review date
    c. contact details for application developer and owner
    d. a clear specification of ISS commitments
11. Termination of feed.
    a. The application developer must notify the IDFS provider if any data feed is no longer required for its original purpose. A scheduled termination process will then be agreed.

      b. All data feeds will be supplied with an agreed end or review date. When this date is reached, the application developer and IDFS provider will reassess the requirements of the feed and terminate or extend it as appropriate. All such information will be fully documented.

12. ISS retains the right to conduct regular audits of data feeds.

13. The IDFS is bound by wider University and ISS policies and regulations, including (but not limited to):

- Information Security
- Data Protection
- Freedom of Information
- Records Management

14. In the event of any conflict between the IDFS policy and such wider University regulations, the latter shall take precedence.