REQUEST FOR DEVELOPER AND APPLICATION OWNER ACCESS
TO UVa DIRECTORY SERVICES (Private LDAP)

Use this form to request special authenticated access to the set of University directory servers that hold people and directory group information. Information contained in the central University Directory database is sensitive and includes protected data. Therefore, access to the database will be granted to you only in your capacity as a developer and/or application owner who needs this information to meet an approved business application requirement.

1) The purpose of the application that will use this information is:

2) By signing this form I agree to:
   a) Access only the information I need and not view information about groups or individuals I have no need to see as part of my project.
   b) Ensure that any applications being developed to use information protect the data and obey the privacy rules that apply to the individual fields.
   c) Not disclose or discuss any information about groups or their membership to individuals not involved in the development of the application that will use the information.
   d) Only use information about the specific groups that are required for the application being developed.
   e) Not make public the name of the group without the express permission of an administrator(s) of the group.
   f) Not copy any of the group information to local storage.

3) I also certify that I have signed the Electronic Access Agreement form and that it is on file with Human Resources: (http://www.itc.virginia.edu/policy/form/eaa.pdf)

(P)________(A)________(D)________(S)________(D)

(Printed Name) (Computing ID) (Applicant Signature) (Date)

4) Sponsor Certification (Department Chair or Dean)
   “I certify that the person named above requires this access and have counseled the individual to adhere to the data protection requirements.”

(P)________(A)________(D)________(S)________(D)

(Printed Name) (Computing ID) (Sponsor Signature) (Date)

Please return this form by Messenger Mail to:
Director, Infrastructure Support Services & Administration, PO Box 400324

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Guidance for Completing the REQUEST FOR DEVELOPER AND APPLICATION OWNER ACCESS TO UVa DIRECTORY SERVICES (Private LDAP) Form:

Because complete information for each application is required before creating a Private LDAP account, please include the following information in your response to question #1 on the form. Attaching a separate page is both acceptable and encouraged. Thank you for your time in considering and returning this important information.

When filling out the form above, please include:

- The name of the application and its purpose.
  (What does the application do? What will the data be used for?)

- How will the application be designed to ensure that persons do not use it to look up details of other persons like a directory? ...specifically those with their privacy flag set?

- How does the application authenticate users (for example, is it a static authorized user list? Does it use NetBadge? Other authentication methods?)

- What types of people (faculty/staff/students/specific department, etc) can see the data returned from the LDAPs via the application?

- How many persons using the application can see the data; and what are their functions (for example, are they staff in one dept, or sys admins, or can anyone who uses the application see the data?)

- The name of the server the application will reside on, and a detailed description of the network architecture and how it is protected.
  (What network it is on? Who manages the firewall that protects the server? For example, LDAP credentials cannot be granted for an app running on a web server that is not behind a firewall.)

- What data will be accessed in the private directory?
  For example, will you look up the Computing ID to return a Name? What other data fields will be used by the application? Please list all data that will be accessed.