Draft

Member and Statistical Records Division
Disciplinary Council System
Data Access Agreement

11 November 2008

This agreement governs the content, access method, and access frequency for data maintained by the Member and Statistical Records Division provided to other requesting Church departments, auxiliaries, or related organizations. The Member and Statistical Records Division will maintain the original copies of this form. Uses outside the permissions granted in this Data Access Agreement are not permitted.

Data access authorization approval

> MSRA 07-14   Approved in MSR Managers Council 11/1/2007
> MSRA 07-15   Revision 1.01 approved in MSR Managers Council 11/29/2007
> MSRA 07-18 Revision 1.02 approved in MSR Managers Council 12/20/2007
> MSRA 08-03 Revision 1.03 approved in MSR Managers Council 2/14/2008
> MSRA 08-22 Revision 1.04 approved in MSR Managers Council 6/5/2008

Requesting organization

> Office of the First Presidency

Requesting organization contact(s)

> Brooke Hales, Secretary to the First Presidency, Office of the First Presidency

Requesting application/project

> Disciplinary Council System (MLSWEB)

Business justification

Authorized data use

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System and data elements being accessed

Data Table reference (description and name)
- Membership information – Church Membership Information System (CMIS) restricted to the CMIS Databases at CPC-Provo.
    1. Information associated with Sensitive Units will not be provided.
    2. Read access only, not updatable
    3. Record access limited to records with Record Status Code of:
        a. Null = assigned to an active ecclesiastical unit
    4. Individual data access limited to:

a. CMIS Individual Table:
    i. Preferred Name
    ii. Member Name
    iii. Membership Record Number (MRN)
    iv. Birth date (yyyymmmdd)
    v. Confirmation date (yyyymmmdd)
    vi. Gender
    vii. Priesthood Office
    viii. Head of house MRN
    ix. Unit number

b. CMIS Marriage Table – limited to current marriage information
    i. Current Spouse
    ii. Reference Number
    iii. Spouse name
    iv. Spouse MRN
    v. Spouse code

c. CMIS Household Table
    i. Head of house MRN
    ii. Head of house unit number
    iii. Head of house unit name
    iv. Head of house residential address fields
    v. Head of house postal code
    vi. Head of house telephone
    vii. Head of house country
    viii. Family name
    ix. Head of house email address (Only made available if head of household is at least 18 years old)

d. CMIS Unit Table
    i. Unit number
    ii. Local number

e. CMIS Locale Table
    i. Locale number
    ii. Language Code
    iii. DBMS Sort
    iv. Unit Type Placement
    v. Age Starting Value
    vi. Non-Member Spouse in Directory Flag
    vii. Age in Directory Flag
    viii. Non Family Surname in Directory Flag
    ix. Cross reference Entries in Directory Flag
    x. Maiden Name Method
    xi. Date Mask – Abbreviated Date
    xii. Date Mask – Full Date
    xiii. Date Mask – Formal Date
    xiv. Name Mask – Directory Name
    xv. Name Mask – List Name
    xvi. Address Format
    xvii. Dual Name Feature Used
    xviii. Legal Address Feature Used
    xix. Family Name Method
    xx. Preferred Name Feature Used
    xxi. Name 1 Delimiter
    xxii. Name 2 Delimiter
    xxiii. Name 1 Writing System
    xxiv. Name 2 Writing System
    xxv. Name to use for sorting unit reports

xxvi. LOCERTIFICATE

5. Quarterly Report information data from MIC database. All Quarterly Report information beginning Q1 2006 and forward.
- Church unit and leader information – Church Directory Organizations and Leaders (CDOL):

For Organization types:

1 – Area (Association to ecclesiastic units)

3 – Mission, 5 – Stake, 6 – District, 7 – Ward, 8 – Branch (all position types)

Data fields

1. Ecclesiastical unit identification - name and number
   i. Unit_Number
   ii. Org_Type_ID
   iii. Org_name
   iv. Org_Name_Local_1
   v. Org_Name_Local_2
   vi. Org_status

2. Associated ecclesiastical unit names and numbers (e.g., units assigned to a stake)
   i. Parent_Unit_Number
   ii. Parent_Org_Name
   iii. Parent_Org_Name_Local_1
   iv. Parent_Org_Name_Local_2

3. Ecclesiastical unit leader name and Membership Record Number (MRN).
   i. Fullname
   ii. MembershipID
   iii. OrgID
   iv. Position type name

Audience

Priesthood leaders in countries covered by CMIS databases mentioned above.

Access method

CMIS - The data will be accessed via read-only views in the database by an external application.

CDOL - The data will be accessed from CDOL MDM tables stored in the Disciplinary Council database. These tables and access privileges will be controlled by the EIM Integration team for MSR. The CDOL data should not be copied or moved from these tables.

Authentication method

Authentication will be handled by LDS Account.

Caching

The data will only be stored transiently in a web user's session. When the session times out or the user signs out, the transient data will be deleted.

Access Frequency
    24x7

Revision History
    Version 0.1:   10/17/2007 - Initial Draft provided by Stephen Carlile
    Version 0.2:   10/18/2007 - Internal review and input provided by Chad Fullmer and Tom Kofford
    Version 1.0:   11/01/2007 - CDOL field details and minute number added
    Version 1.01: 11/29/2007 - Fields from CMIS_LOCALE table, and CMIS UNIT table added
    Version 1.02: 12/19/2007 – Household email address, additional position types, position type name
                    added
    Version 1.03   02/14/2008 – Gender of member and LOCERTIFICATE field from CMIS_LOCALE
                    table added
    Version 1.04   05/20/2008 – Priesthood office added form CMIS individual table, Area organization
                    added to CDOL data, all position types for Missions, Stakes, Districts,
                    Wards, and Branches.
    Version 1.05 10/22/2008 – Because of CMIS consolidation, text "and the Consolidated
                    Europe/Africa CMIS Database at CPC-Germany" removed from data
                    table reference.

MEMBER AND STATISTICAL RECORDS CONDITONS OF USE AGREEMENT

CONDITIONS of USE

By using the membership and organization/leader data defined in this Data Access Agreement, you agree to the following conditions. If you disagree with any of these conditions, do not use this information. Those who violate these Conditions of Use may be subject to disciplinary and/or legal action.

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DATA PRIVACY

The Church is very sensitive to concerns about the use and security of personal information contained in these applications.   Member and organization/leader information is collected and compiled in these applications to support Church doctrinal, ecclesiastical, and administrative needs. The protection of this data, as outlined in this Data Access Agreement, is a major emphasis of all those who use it. In some jurisdictions informed consent is necessary before trans-border transfers are permitted.

Data Access Authorization

Based on the signatures below, all parties agree to abide by the conditions set forth in this Data Access Agreement.

_____   _____
Clifford W. Higbee, Director   Date
Member and Statistical Records Division

_____   _____
Glen T. Buckner, Manager   Date
Management Information Center
Member and Statistical Records Division

_____   _____
Brook Hales, Secretary to the First Presidency   Date
Office of the First Presidency

When the data need no longer exists, requesting parties must inform the respective MSR data steward to remove access rights.

Non-disclosure agreement with all developing parties must be communicated and agreed upon. A link to the Conditions of Use Agreement must appear on all pages display data from the CMIS, CMI, and COL databases.