

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

#### 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
  - 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.

d.

e.

- 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)
- CMIS Unit Table
- i. Unit number
- ii. Local number
- 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.

## **COPYRIGHTS, LICENSES and RESTRICTIONS**

Intellectual Reserve, Inc. owns the copyright to the Church Membership Information System (CMIS), Church Member Index (CMI), and the Directory of Organizations and Leaders (COL). All material found in these applications is owned or licensed by the Corporation of the Presiding Bishop of The Church of Jesus Christ of Latter-day Saints ("CPB") and is provided only for the ecclesiastical and administrative use of The Church of Jesus Christ of Latter-day Saints (the "Church") as defined in this Data Access Agreement. No other uses are allowed. You may not post information authorized in this Data Access Agreement from theses applications on a web site or other computer network not specifically identified in this document. You may not transmit or distribute material from these applications or information found in these applications for any personal, commercial, or political purpose. If you have questions, contact the appropriate data steward identified in this document.

## 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 Member and Statistical Records Division

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

Brook Hales, Secretary to the First Presidency 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 <u>Conditions of Use Agreement</u> must appear on all pages display data from the CMIS, CMI, and COL databases.

Draffi

Date

Date

Date