

1 DIRECTIVE

- 1.01 Appropriate controls, including user access restrictions, shall be implemented and enforced for all applications.

2 PURPOSE

- 2.01 The purpose of this Directive is to ensure that applications which provide data access observe all user access restrictions prescribed by the business owner.

3 SCOPE

- 3.01 This directive applies to all application owners, business owners, application designers, and developers.

4 RESPONSIBILITY

- 4.01 Business owners are responsible to ensure that application specifications include validation of the application user's authority to:
- (a) Execute the application.
 - (b) Update data.
 - (c) Approve financial transactions.
 - (d) Create a financial transaction.
 - (e) Access subsets of data used by the application.
- 4.02 Application designers and developers must ensure that their application specifications address the needed restrictions on execution, data access and operation approvals identified by the application and data owner. Test cases for application testing must include attempts to violate all execution restrictions.

5 DEFINITIONS

- 5.01 "**Application owner**" is the primary stakeholder in the design specifications, development and implementation of an application.
- 5.02 "**Business owner**" a senior member within the organization who is accountable for overall management of defined data set for a line of business. The business owner has decision-making authority for who accesses and uses the data, and is usually supported by data stewards. They approve processes and policies to uphold data quality and standardize data management processes.

- 5.03 “**Application designer**” is the individual who takes application design specifications and designs an application solution that does what the application owner requested.
- 5.04 “**Application developer**” is the individual who takes an application design and creates the programming code that does what the application designer has documented.
- 5.05 “**Test case**” is a specific set of defined test conditions to ensure that an application executes in the expected fashion for that set of conditions.

6 RELATED DIRECTIVES

OCIO IT 5.01 – Data Processing Integrity and Validation

OCIO IT 6.02 – Access Administration