

As a Power BI viewer, you will have access to potentially sensitive and confidential data. This access assumes you will use, protect, and dispose of the data in a responsible manner in accordance with federal and the University System of Georgia's regulations. Below is a brief list of user Dos and Don'ts when handling data. If you have any questions, please reach out to the [Data Governance Manager](#).

Don't store protected or confidential information in unprotected locations.

Don't share your Power BI links with others unless you receive approval from the relevant data steward(s).

Don't discuss publicly what you learn from the data without considering whether the persons with whom you're speaking are also permitted access to or should possess this information.

Do work with data analysts to clarify your analytic questions and to gain a deeper understanding of the data.

Do email the [Data Governance Manager](#) with data handling and classification questions.

Do notify the [Data Governance Manager](#) if you leave university or change positions so data destruction policy can be fulfilled.