

# Data Hub User Request Form

## Data Hub User Request Form Instructions

To grant access to individuals, or “users,” the authorizing official and user must complete the User Request Form. This form can also be used when renewing user access, or to remove users who no longer need access to the Tribal Data Hub Dashboard.

**Select the type of user this form is addressing (New User, Renewing User, Removing User)** Select one of the following 3 options.

- **New User**-Any user who does not currently have Data Hub access.
- **Renewing User**-A user with current Data Hub User access. Each user will have access to the Data Hub for 1 year.
- **Removing User**-Removes user access in the event the user change positions, leave employment with the Tribe, or needs access removed to prevent inappropriate access to the dashboard. Removing access does not require complete information for the user, but does require basic information
  - Check removing user;
  - Complete left column of the form with the minimum of the following User information: user name and email;
  - Complete the right column of the form: name, job title, email, phone number, authorizing signature, and date.

**For each new/renewed/removed user, the user and Authorizing Official will complete the top section of this form including**

- **New Renewing User information (left column):** Information about the user, including their name, job title, email, and phone number.
  - Select type of access requested (raw database access, data cleaning access, dashboard access, and/or billing access). Access will be granted based on the least necessary to complete job functions. This request will be reviewed internally to ensure appropriate access for job function and agreement attestation for data sets, appropriate to the access.
  - User signature attestation and date must be provided. The form can be printed and signed or signed electronically.
- **Authorizing Official Information (right column):** An authorizing official at the Tribe will be identified as part of the Data Sharing Agreement (DSA) and Data Hub Addendum. Once the DSA is complete, this official will identify who else, if anyone, at their organization, will have access to their Tribal Data Hub Dashboards. Information about the Authorizing Official, including their name, job title, email, and phone number. Authorizing Official signature attestation and data must be provided. The form can be printed and signed or signed electronically.
  - Authorizing Official signature attestation and date must be provided. The form can be printed and signed or signed electronically.
- **Organization Point of contact (bottom 2 rows):** Complete point of contact (POC) information identifying a POC in case the AO or user cannot be reached including name, job title, email, and phone number.

**Leave the lower portion of the form blank (it will be completed by the Data Hub staff) and email the completed form to [datahub@npaihb.org](mailto:datahub@npaihb.org).**



# Data Hub User Request Form

## Terms and Conditions for Northwest Portland Area Indian Health Board, Tribal Epidemiology Center, Northwest Tribal Data Hub

All Authorized Data Hub Users are subject to the following terms and conditions for Northwest Portland Area Indian Health Board (NPAIHB), Northwest Tribal Epidemiology Center (NWTEC), Northwest Tribal Data Hub:

These terms and conditions ("Terms") govern TRIBE's authorized users (also referred to as "you") use of the Northwest Tribal Data Hub application (the "App"), operated by NPAIHB (also referred to as "we", "our", or "us") on behalf of NPAIHB's member Tribes.

By using the App, you agree to these Terms. If you do not agree to these Terms, please do not use the App.

### Acceptance of Terms

By accessing or using the App, you agree to be bound by these Terms and our Privacy Policy.

### Eligibility

Before receiving access to the App, the TRIBE and NPAIHB will complete a Data Sharing Agreement (Agreement). The Tribal Data Hub was developed for Northwest Tribes and TRIBE's use. Individual logins will be provided upon completion of the Agreement and approval of user request forms by the TRIBE's Authorizing Official.

### User Accounts

You will request a user account to access the App. You are responsible for maintaining the confidentiality of your account information.

### Use of Data

The Tribal Data Hub was developed to allow TRIBE's authorized users to access and utilize community-level Data on their communities. The Data included in the Data Hub are not to be used to identify individuals for any purpose.

### Privacy

Data accessed in the Tribal Data Hub is property of the TRIBE and agencies providing Data to NPAIHB.

Data provided through the Tribal Data Hub is subject to federal, state, or tribal laws, as applicable, that protect confidential information from public disclosure.

Use of the App and data is governed by the Agreement and NPAIHB and NWTEC policy.

The Tribal Data Hub was designed to allow TRIBE's Users to access and utilize Data. You will have the ability to print and download the TRIBE's data. As a TRIBE's authorized user, it is your responsibility to understand and follow your TRIBE's policy and procedure for data storage and sharing.

Logins are for **individual use only by TRIBE's authorized users.**

Do not share login information with other non-authorized individuals at the TRIBE. If additional individuals need access, please complete the Data Hub User Request Form to request a new user account.

You will notify the Tribal Data Hub team as soon as possible if there is a change in status or employment to ensure user access is removed in a timely fashion to prevent unauthorized access to your TRIBE's data.

### User Content

You may have the opportunity to submit content, such as TRIBE's data. The content submitted will be governed by the Agreement.

### Prohibited Activities

You agree not to:

Use the App for any unlawful purpose.

Attempt to identify individuals represented in the data or data sources included in the Data Hub.

Post, transmit, or share any content that violates applicable laws or infringes upon third-party rights.

Attempt to interfere with the proper functioning of the App.

### In-app Monitoring

As a TRIBE's authorized user, you understand and acknowledge that your use of the app may be monitored by NPAIHB for system management and to ensure protection against unauthorized access or use.

### Termination

NPAIHB, the TRIBE's Authorizing Official, or TRIBE reserves the right to terminate or suspend your access to the App. Unauthorized use of the App may result in immediate termination of an account.

### Intellectual Property

All content and materials available on the App, including but not limited to text, graphics, logos, images, and software, are maintained by NPAIHB or its licensors and are protected by intellectual property laws.

All inventions, technological improvements, and educational or professional materials are the property of NPAIHB (unless they have been designated as belonging to another entity through written Agreement).

### Disclaimers

The App is provided on an "as-is" and "as-available" basis. We make no warranties, express or implied, regarding the App's accuracy, reliability, or fitness for a particular purpose.

### Limitation of Liability

To the fullest extent permitted by law, we shall not be liable for any direct, indirect, incidental, special, consequential, or punitive damages.

### Changes to Terms

We reserve the right to update or modify these Terms at any time. We will notify you of any changes via the App or through other means.

### Governing Law

These Terms are governed by the laws as identified in the Agreement and by other state and federal laws governing the disclosure and release of data, without regard to conflict of law principles.

Unauthorized use or disclosure of confidential Data provided through the Tribal Data Hub will result in immediate closure of your user account. You may also be subject to administrative, civil, and criminal penalties identified in law.

### Contact Information

If you have any questions or concerns about these Terms, please contact us at [DataHub@NPAIHB.org](mailto:DataHub@NPAIHB.org).

**By using the App, you acknowledge that you have read, understood, and agree to these Terms and our Privacy Policy.**

# Data Hub User Request Form

Please complete the top portion of this form and email to: [datahub@NPAIHB.org](mailto:datahub@NPAIHB.org)

<b>Organization Name</b>			
<b>Select the type of action being applied to the User:</b>			
New User		Renew User	
		Remove User	
<b>User Information</b>		<b>Authorizing Official (AO) Information</b>	
User Name (First Middle Last)		AO Name (First Middle Last)	
User Job Title		AO Job Title	
User email		AO email	
User Phone Number		AO Phone Number	
I have read and agree to abide by Data Hub <a href="#">Terms of Use</a> :		As the organization's authorizing official, I hereby approve user access to the Data Hub on behalf of my organization:	
Attestation		Authorizing Signature	
Date		Date	
<b>Organization Point of Contact (POC)</b>			
POC Name (First Middle Last)		POC email	
POC Job Title		POC Phone Number	



---

## Data Hub Internal Use

=====

Account Name:	Ticket#	Account Created