

Lists

THE WHITE HOUSE
WASHINGTON

January 11, 1995

MEMORANDUM FOR MAGGIE WILLIAMS

FROM: ERICH VADEN

SUBJECT: FOLLOW-UP TO OUR MEETING ON JANUARY 11TH

Here is the security overview and the list of team members that you requested.

The security plan that we are implementing will cover security from intrusion into the system and security within the group of users.

All of the team members from OA work for Jerry Carlsen in Systems Integration and Development. Keith Hayden is a contractor whom we hired from Integrated Data Systems, a local development company. Helen and I are of course White House employees. If you have any questions please call me (x 65496).

WhoDB Development Team: Full and Part-time Staff

Full-time

Erich Vaden (WHO)	White House Project Manager
Jerry Carlsen (OA)	OA Technical Director
Helen Dickey (WHO)	Data Administration and Management
Mark Bartholomew (OA)	Chief Programmer
Kathy Jackson (OA)	Programmer
Keith Hayden (Contractor)	Programmer
Rich McKay (OA)	Database Engineer
Robert Foster (OA)	System Engineer

Part-time

Jeff George (OA)	System Engineer
Debbie Behr (OA)	Programmer

Security and Access: WhoDB

User Requirements

- All access will be password protected
- Each user/group will have the ability to restrict access to data generated within their office
- Audit trails will provide ability to monitor changes to the data or reports that are printed

Two Types of Security

- Preventing access from outside the group of authorized users
- Access among the group of authorized users

1) Access from outside the group of authorized users

WhoDB system will provide the C2 equivalent security. This standard was established by the Department of Defense and represents a very high rating.

2) Restrictions within the White House

A. Restrict by:

- **The level of information a user can view:**
 - the number of records a user is authorized to see
 - the amount of information a user can see within that record.
- **The level of functions that a user can perform**
 - Delete/Archive a record
 - Modify and Print a record
 - Just Modify a record
 - Just add a record and view those records added

B. Set Information Access Levels and Assign each user to an Access Level

WhoDB Team Management:	Mgt. Level
President, First Lady, & Their Designees:	A Level
Department Directors:	B Level
Department Deputies & Directors Designees:	C Level
Department Staff:	D Level
Intern/Data Entry:	E Level

WhoDB Team Managers would be responsible for maintaining the integrity of the data. Accordingly, they would need access to all data. They would be the only individuals authorized to delete or archive records.

The A Level Access Group would have access to all information including private comments, but could not delete records.

The B Level Access Group would be able to view all records, but would not be able to view private comments outside of the department for which they responsible.

The C Level Access Group would be able to see all records except for selected information within each record. This group would not be able to see:

- certain contacts deemed too sensitive
- certain personnel issues

The D Level Access Group would be limited to only those records within their work group. Examples of work groups would be Public Liaison, Social Office, Health Care Task Force, etc. This group would also be bound by the restrictions placed on Group C.

The E Level Access Group would consist of interns and data entry specialist. This group would only be allowed access to the basic information screen of each record (address, telephone numbers, date of birth, social security number) for data entry. Once they have entered a record they would be privileged to view the basic information screen of that record until a user from a higher level has updated that record.

Special Notes:

- Features will restrict the ability of users to save or print out bulk amounts of information outside WhoDB.
- A special feature will to allow users to restrict access to address information for such individuals as celebrities or major elected officials.
- The ability to view scheduling information would be restricted to only those individuals who have those privileges now.
- Viewing project management information would be restricted to a certain degree to the project manager (and his or her supervisors)