



DATA INTEGRATION REQUEST FORM

Information Technology Division (ITD)
International Islamic University Malaysia

Version : 01
Revision : 01
Effective Date :
02/2025

REQUESTER INFORMATION

Name		Staff No		Signature/Date
Designation		Contact No		
KCDIOM		Email		

DATA SHARING PURPOSE

Project / Requesting System Name <i>(Project Name / Specify the system seeking access)</i>	
Source System Name <i>(Specify the system from which information will be retrieved i.e. HR System, Financial System, Student System etc.)</i>	
Purpose of Data Retrieval <i>(Provide a detailed explanation of why the data is needed and how it will be used.)</i>	

REQUESTED DATA DETAILS

Type of Information Requested <i>(Staff Details, Payroll Information etc.)</i>	
Specific Data Required <i>(Please list all required data fields, i.e. Staff No, Name, KCDIOM etc. Please use Appendix A.)</i>	
Timeframe for Data Availability	<input type="checkbox"/> Permanent <input type="checkbox"/> One-Off Period
	Start Date: End Date:

I affirm that the requested data will be used solely for the purposes specified above and in strict adherence to all applicable data privacy and security policies.

APPROVALS AND AUTHORIZATION

Requesting System Owner	Functional Data Owner	ITD Officer
----- Name Position Date	----- Name Position Date	----- Name Position Date

FOR INTERNAL USE (ITD)

Received Date:	Type of Access Granted <i>(API Integration, Real Time Database View) – Please Specify</i>	Prepared By
I-First ID:		----- Name Position Date

DATA INTEGRATION REQUEST FORM – SPECIFIC DATA INFORMATION

Please list all required data fields.

Data Fields Name: Clearly specify the required data fields (e.g., Staff No, Name, KCDIOM, Salary, Student Id, etc.).

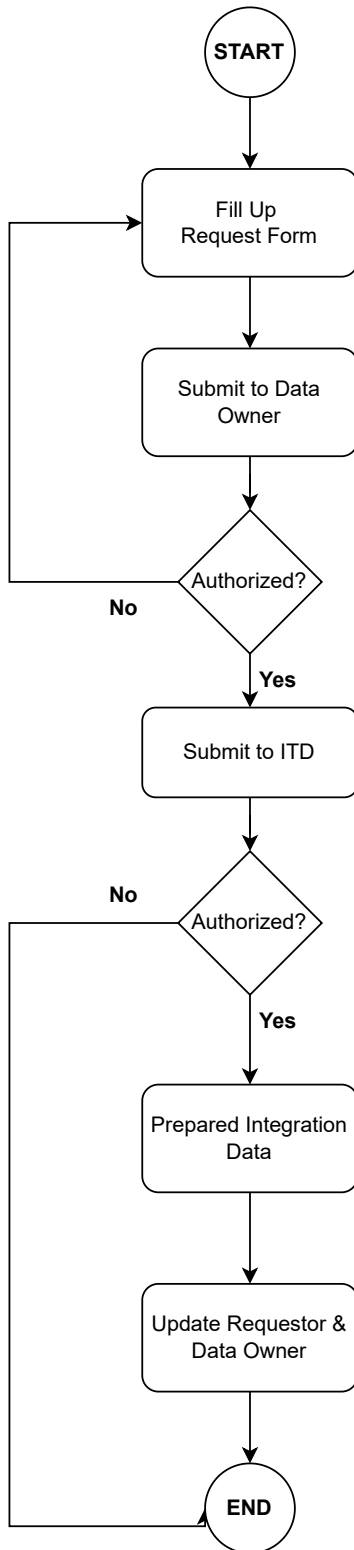
Data Volume: Define the number of records or the data range needed (e.g., last 6 months, all records).

NO	DATA FIELDS NAME	DATA VOLUME	REMARKS



DATA INTEGRATION REQUEST FORM PROCESS FLOW

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1. The form must be completed by the requester and approved by the Requesting System Owner (e.g., Dean, Executive Director, Director, Chief Librarian, or Head of Department)

2. Submit the form to the Functional Data Owner for authorization.

3. Submit the form to ITD for approval by the Deputy Director of ITD.

4. Once approved, the request will be registered in the I-FIRST system.

5. The Technical Team will prepare the data in an appropriate format, such as an API or a direct database view.

6. Upload the forms and documentation on the data request into the Documentation Repository,

7. Notify the Requesting System Owner and the Functional Data Owner upon task completion.