

# Tableau Public Review Process

Portland State University

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## Background

Tableau Public is a solution hosted by Tableau that allows Tableau *Creator* license holders to publish their reports to anyone with internet access. The PSU Office of Institutional Research and Planning in collaboration with the Office of Information Technology recommends that all Tableau Creators follow the Tableau Public Review Process when publishing reports to Tableau Public. *Please note: Tableau Creators are responsible for ensuring the information they publish is appropriately reviewed in advance of its publication.*

## Tableau Public Review Process

1. Report-writer posts Tableau workbook and accompanying data to the PSU internal Tableau Online site in the *Production Staging* folder.
2. Report-writer emails [instres@pdx.edu](mailto:instres@pdx.edu) to request posting to Tableau Public.
3. OIRP reviews the workbook and data and completes the following checklist:

Do the data contain any explicit personally identifying information (e.g., names, ID numbers, dates-of-birth)?	Yes/No
Do the data contain any non-identifying information that, alone or combined with other information that is linked or linkable to a specific individual, would allow identification?	Yes/No
Considering cumulative re-identification risk from all previous data releases and other reasonably available information, including publicly-available directory information and de-identified data releases from education records as well as other sources, is there a reasonable likelihood that individual students could be identified?	Yes/No
Where student data have been aggregated (e.g., totalled) and such totals are displayed to an end-user, are the numbers of students combined in each cell too few (i.e., fewer than 10) to disguise the attributes of a single student to that end-user?	Yes/No

4. If OIRP determines any of the checklist items has a “Yes” response, OIRP will contact the report-writer and the BI Team, specifying the issue(s) and recommending any modifications that would bring the report into compliance.
5. Once approved, the BI Team will use a single, centrally maintained account to publish the workbook and data to Tableau Public.
6. The BI Team will apply settings to the workbook that prevent users from downloading the workbook and/or the accompanying data.

## References

[Data De-identification: An Overview of Basic Terms](#)  
[Tableau Website Terms of Service](#)