

It is our objective to provide appropriate protection for student record information while maintaining our ability to conduct our business activities. This agreement governs the conditions pertaining to the disclosure of any and all Student Information generated by an Ad Hoc Data Request (hereafter referred to as “Ad Hoc Data”) from Student Affairs to the Ad Hoc Data Requestor (hereafter referred to as “Recipient”).

Ad Hoc Data includes both student-specific data (where individual students are identifiable by name or student ID) and aggregate data (where no students are specifically identifiable).

By accepting the Ad Hoc Data the Recipient agrees:

1. To use the Ad Hoc Data only for the purpose(s) for which it is requested as it is stated on your request form.
2. To maintain the Ad Hoc Data received from Student Affairs in a secure fashion, such that it cannot be viewed or accessed by screen access, file access, or in printed form, by unauthorized individuals.
3. To limit access to the Ad Hoc Data to the recipient and authorized staff of the recipient that have a need to know.
4. To withhold from redisclosing the Ad Hoc Data to any individual, office, department or organization, unless you have obtained prior written consent from Student Affairs, the student, or as required by law.
5. To destroy any information contained in print form or computer files that is no longer needed and in such a way that identification of a student is not possible.
6. To maintain terminal/pc equipment security, including password sign-on and sign-off procedures as appropriate and the proper placement of the equipment so that the screen cannot be viewed from a public location.
7. To maintain confidentiality of student email addresses by sending any email communications to students with the recipient list suppressed (i.e. using the bcc: option).
8. To ensure that anyone with access to the Ad Hoc Data has read the University policy regarding the disclosure of information from student records ([Policies Applying to Campus Activities, Organizations, and Students, Section 130.00](#); [PPM Section 320-21](#)).

Violations of the University policy on the confidentiality of student records may result in disciplinary action, up to and including termination of employment and/or dismissal from the University.

Violations include, but are not limited to:

- Providing access to or redisclosure of Ad Hoc Data unrelated to the purposes for which the data was requested.
- Redisclosure of Ad Hoc Data to any individual, office, department or organization without prior written authorization.
- Public discussion of student records that would allow a student to be identified.
- Sharing computer security passwords that would allow viewing of data by an unauthorized person.
- Failing to establish adequate security measures to protect student data.

Signature _____ Date _____