

THE UNIVERSITY OF NEW MEXICO DATA ACCESS AND USE AGREEMENT

Data stored on University computers are an institutional resource and belong to the University. These data are available to qualified individuals for University-related uses. The user agrees to make responsible and ethical use of the data in cooperation with the offices that manage and maintain the data, the offices with functional or custodial responsibility.

The user should understand that some data are confidential, and may be sensitive. The indiscriminate use or release of such data could interfere with the function of a particular office and bring harm to the university or to an individual student. The user should avoid duplicate and/or uncoordinated efforts in cases where specific responsibilities have been assigned to the office which manages a particular database. Problems are unlikely to materialize in an atmosphere of courtesy, cooperation and dialogue between the requesting user and the office with functional or custodial responsibility.

A qualified user will adhere to the following conditions. Failure to meet these conditions can result in the loss of access to University data.

1. A qualified user is an employee of, or is associated with, UNM. A user request should be submitted on this form (two pages) and must be approved by the Approving Authority in the Responsible Office, the academic Department Chairperson or Program Director, and by the Enrollment Management Reporting Team.
2. Whenever possible, the user will use official census data.
3. The user understands that no sensitive data, such as address lists or mailing labels, should be released to other parties without agreement from the Enrollment Management Reporting Team. Such agreement should also be obtained when reports or publications derived from analysis of the data are to be released. No confidential data will be released to third parties. In no case should data be released specific to any student for whom a privacy flag is set.
4. The user will abide by these guidelines, and by any additional guidelines provided by the academic Department Chairperson or Program Director and/or by the Enrollment Management Reporting Team, and also by the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment.

I have read and will comply with the policy set forth in this agreement as it pertains to data described in the Data Usage Request (on the second page).

Signature: _____ Office: _____

Name (Print): _____ Date: _____ Phone: _____

Email Address: _____

Approving Authority for Responsible Office: _____
Signature Date

Dept. Chair or Major Prof. (if applicable): _____
Signature Date

Enrollment Management Reporting Team Approval: _____
Signature Date



The University of New Mexico

Please email, fax, or mail to:

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THE UNIVERSITY OF NEW MEXICO DATA USAGE REQUEST FORM

Please be specific

Identify and describe the data being requested. Give the semesters and years for which the data is requested. If the data is not to be as of the census date, please explain why, and describe the period of time within the semester for which you need the data. **Please be specific.**

Describe the form and content of the output or the results of your study. Will the subjects be identified by name, email address, or address?

How long will you need the data and what will be its ultimate disposal? Will anyone other than you be responsible for it?

Please identify the distribution list for the output or results of your study.