

LEWIS & CLARK COLLEGE

Colleague/Benefactor Access Request

Access to the Colleague and Benefactor database systems is privileged. Individuals with a work-related need for access to the information contained in these systems may be granted such privilege based on a qualified request submitted by their supervisor. All users of these systems are required to demonstrate understanding of the Family Education Rights and Privacy Act of 1974 [FERPA]. Access to certain information may also be governed by other state and federal laws and is subject to all college policies. All users of these systems are required to read and submit a signed *Data Access and Use Agreement* (see reverse) and agree to abide by the conditions of this agreement and any future revisions.

APPLICANT (PLEASE PRINT)

LAST NAME	FIRST	MIDDLE INITIAL
		/ x
TITLE	DEPARTMENT	CAMPUS BOX/EXTENSION
LC E-MAIL (REQUIRED FOR ACCESS)		ID NUMBER

Access to specific information and processes in the Colleague and Benefactor systems is granted by offices with custodial responsibility for the information. Please describe the nature of access that is requested for the applicant listed above, including what information the individual will maintain versus view only.

ACCESS PRIVILEGES ARE SUBJECT TO CHANGE AS DETERMINED BY OFFICES WITH CUSTODIAL RESPONSIBILITY. THE ABOVE INFORMATION IS USED FOR INITIAL ASSIGNMENT OF RIGHTS AND MAY BE MODIFIED AS NEEDED TO FIT JOB REQUIREMENTS.

As this individual's supervisor, I recommend approval of the above applicant for access to the college's Colleague and/or Benefactor database systems. I agree to notify Information Technology of any change in this individual's employment status or job responsibilities that would warrant a change in access privileges.

	X	/ /
SUPERVISOR NAME (PLEASE PRINT)	SUPERVISOR SIGNATURE	DATE

APPLICANT MUST READ AND SIGN THE DATA ACCESS AND USE AGREEMENT (SEE REVERSE)

LEWIS & CLARK COLLEGE

Data Access and Use Agreement

Data stored on college computers are an institutional resource and belong to the College. These data are available to qualified individuals for college-related uses only. The user agrees to make responsible and ethical use of the data in cooperation with the offices that manage the data or otherwise have functional or custodial responsibility for the data. At Lewis & Clark College, spokespersons for those offices are the Data Custodians.

The user understands that some data are confidential and other data may be sensitive as the indiscriminate use or release of such data could interfere with the function of a particular office or otherwise bring injury to the College. Problems are less likely to occur in an atmosphere of courtesy, cooperation and communication between a user accessing data and the office with functional or custodial responsibility over it. The user avoids duplicate and uncoordinated efforts which conflict with responsibilities assigned to the office that manages particular data.

College databases shall be kept as current and accurate as possible. To this end, a qualified user will report any updates to, and in a form specified by, the Data Custodian.

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

- A qualified user is an employee of Lewis & Clark College. Requests for access to data should be submitted to Information Systems and must be approved by appropriate Data Custodian(s).
- The user shall use current data and participate in keeping data accurate. Data subject to frequent change should be maintained according to methods specified by the Data Custodian.
- The user shall be responsible for data access and use by an unauthorized individual resulting from shared passwords or unattended access points.
- The user understands that no data in either electronic or printed form shall be released to other parties without prior agreement from the appropriate Data Custodian. Such agreement should also be obtained when reports or publications derived from analysis of data are to be released. No confidential data shall be released to third parties.
- The user will abide by guidelines provided by the Data Custodian, provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), other state and federal laws and college policy which may apply.

Failure to comply with the above conditions may result in immediate loss of access privileges and may also violate state and/or federal laws. Should Information Technology staff encounter suspected violations, they may refer such cases directly to appropriate campus-level and outside authorities.

I understand and agree to abide by the conditions of the "Data Access and Use Agreement" above.

X	/	/
APPLICANT NAME (PLEASE PRINT)	APPLICANT SIGNATURE	DATE

PLEASE RETURN THIS SIGNED AGREEMENT TO INFORMATION TECHNOLOGY, CAMPUS BOX 97

IT USE ONLY: ☐ FERPA _____ ☐ CRI ☐ SOD/BOS ☐ SVM DRUS: ☐ C ☐ B ☐ ACCT ☐ NAP