

**Division of Student Affairs Electronic Guideline Form**

Due to increased security concerns, the Assessment, Technology, and Communications Office requires all requestors of data to read and initial all of the items listed below prior to receiving data requests. This is to ensure all recipients of the data follow strict guidelines related to the handling, storage, and disposal of student information.

**Please read and initial each item below:**

Statement	Initial
<p><b>1.</b> I understand that all institute employees are required to abide by the Family Educational Rights and Privacy Act (FERPA) which prohibits the release of any information about a student (except information classified as directory information) to any person outside the university community or to any university personnel without a legitimate educational interest. The information that I am requesting will only be used for academic purposes, and I understand disclosure of this information to any unauthorized person is prohibited by FERPA.</p>	_____
<p><b>2.</b> I understand any transfer of data must be done through the ITS Tiger File Exchange by going to <a href="https://fileexchanger.rit.edu">https://fileexchanger.rit.edu</a>. I understand that email is not a secure method of transferring data, and I will not send data through Outlook or any other email service.</p>	_____
<p><b>3.</b> I understand that any person I transfer data to through the ITS Tiger File Exchange must also complete this form to ensure they understand and follow all data guidelines. You may contact Jessica Bowen at <a href="mailto:jlbascc@rit.edu">jlbascc@rit.edu</a> to confirm the individual has completed this form.</p>	_____
<p><b>4.</b> I understand that all requests requiring e-mail address will be evaluated on a case to case basis by the Assessment, Technology, and Communications Department. I understand that the ATC Department and/ or Registrar's Office may require a distribution list be created by ITS.</p>	_____
<p><b>5.</b> I understand that data provided must either be destroyed after use or stored on a secure server in the Data Center in building 10 or on an ITS file share. I understand that data may not be stored on the hard drive of an employee's computer, including laptops or any other electronic medium such as flash drives, CD's or DVD's.</p>	_____
<p><b>6.</b> Directory information includes name, program, local address, home address, local telephone number, place of birth, dates of attendance at RIT, degrees and awards or honors received, and most recent previous educational institution attended by the student. I understand information that is not directory information may not be released to anyone outside of the institution. I further understand that students may exercise their right to have information withheld and that those students may not appear in the requested data.</p>	_____
<p><b>7.</b> I understand that the Assessment, Technology, and Communications Department will only provide data to an employee's RIT email address via Tiger File Exchanger and will not directly send data to students, student organizations, or work study students.</p>	_____
<p><b>8.</b> I understand that communications to students may not include references to information which is not considered directory information.</p>	_____
<p><b>9.</b> I understand that the Assessment, Technology, and Communications Department reserves the right to ask how the data requested is being used, distributed, and for what purpose.</p>	_____

**I have read and fully understand the statements above and will comply with the data guidelines.**

Department \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Print Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_