

CONFIDENTIALITY AGREEMENT FOR USE OF ALUMNI INFORMATION SYSTEM

APPLICATION FOR ACCESS TO DATABASE

The KU Alumni Association has been designated by the Chancellor of the University to be the official custodian of all University alumni biographical records, addresses, mailing lists and labels. This information is maintained on the KU Alumni Association/KU Endowment database exclusively for purposes related to University of Kansas (University), alumni and development programs. KU Alumni Association/KU Endowment has made available an Alumni Information System to authorized University representatives in support of approved University related activities. It is the responsibility of the school, department or unit having access to the information to maintain the confidentiality of that information. **All** information is covered by this confidentiality statement. Information is not available to groups or individuals within or outside the University for any other uses including, but not limited to, vendor mailings, political mailings, unauthorized fundraising appeals or the creation of any lists that have not been approved in writing by the KU Alumni Association/KU Endowment.

An inquiry only access account to the Alumni Information System is authorized for the sole purpose of researching KU Alumni Association/KU Endowment data for University purposes. The account may **not** be used for work which is in the interest of a non-University entity or in conjunction with commercial or political enterprises. The account may **not** be used for projects intended solely for the personal gain of University staff members, students, or other individuals or corporations. The account will be authorized for use to the person whose name appears below. No other person is authorized to use an individual's account.

Access to the KU Alumni Association/KU Endowment database provided by approval of this application will expire annually on June 30 and a new application must be submitted for approval on or before that date. In addition accounts will be terminated based upon non-usage of the account. When the account has remained inactive for 30 days, a notification will be issued to the appropriate Provost and Executive Vice Chancellor, Executive Vice Chancellor, Vice Provost, Vice Chancellor, Dean or Director who supervises the account. If no response has been received within the next 30 days, and the account remains inactive, the account will be terminated.

Signature by a University Faculty or Staff member certifies that:

- 1) Applicant is a **full-time** University faculty/staff member.
- 2) The data will be used only for the benefit of the University of Kansas.
- 3) The use of the data is a part of or reasonably related to the University's overall educational program and meets all the requirements and limitations described above.
- 4) **The downloading of data will not be allowed. Requests for printed data must be submitted to KU Alumni Association.** (Individual screens may be printed for in-house use.)

The KU Alumni Association has the right to approve or deny this application and to monitor the use of this service. Service will be terminated if this agreement is violated.

I understand and agree to the terms and conditions of this agreement and will comply with the requirements contained therein.

Applicant Name: _____ Title: _____
(PRINT OR TYPE)

Department: _____

Staff ID Number: _____ Campus Phone: _____

Applicant's Signature: _____ Date: _____

Vice Provost's, Vice Chancellor's, Dean's or Director's Signature: _____ Date: _____

Please return completed form to:

**Alumni Records Department
KU Alumni Association
Adams Alumni Center**

Alumni Records use only area

UIC: _____ User name: _____ Password: _____ Date: _____

New: _____ Renewal: _____ Approved by: _____ Disapproved by: _____