Introduction/Purpose
The University of New Hampshire (UNH) maintains a database of various audiences including alumni, donors, current students, parents of students, faculty, staff and other groups. All university-maintained data are subject to the Alumni Database Information Usage Policy noted at http://www.usnh.edu/olpm/UNH/III.Admin/B.htm#1. These databases include restricted, sensitive, and public data and are maintained as an advancement tool to be used solely for the purpose(s) for which they were requested from the individuals providing the data. University academic, administrative, and student offices will use these data for the specific purposes of alumni relations, fundraising, student engagement, and stewardship.

Policy
It is stated in the USNH policy that these data will be made available only to offices that are part of the University or University System, or their volunteers or contracted vendors. Information must be used only for the purpose for which it was requested and approved. The database is managed and administered by the Advancement Services team of the University Advancement Office.

As noted in the USNH Data Classification Policy at http://www.usnh.edu/olpm/USY/VI.Prop/F.htm, all records contain restricted and sensitive as well as public information and are to be used only to further legitimate institutional goals. The University of New Hampshire supports an individual’s fundamental right to privacy. Any breach of any form or unauthorized use of these data has legal, financial, and reputational consequences, and can cause the individual life-long problems.

As noted at http://it.unh.edu/media/IT%20Security/PIIinEmail.pdf UNH personally identifiable information (PII) should never be faxed, emailed, printed, or saved on computer hardware without the use of appropriate data protection (i.e., encryption). This includes all UNH data classified as restricted (protection mandated by state or federal laws) or sensitive (protections mandated by university policy and/or contract).

Enforcement
All records are to be used only to further legitimate institutional goals. Consequently, a person who has access to these records may not:

- Use information for individual commercial or political purposes, or solicitations for non-University business or philanthropic purposes;

Disclose information held in the database, such as financial, biographical, or employment information, to any department or volunteer who has not signed the Advancement Confidentiality Agreement and/or is not authorized to view it. Additionally, in order to preserve the integrity of the Advancement database and prevent re-use of dated materials, a person who has access to these records should not:

- Retain data for a period of more than 30 days after receipt of requested data in any form or format or;
- Create and maintain use of a local database with requested data in any form or format.

In addition, old data must be destroyed to insure non-readability.

Mailing or General Lists
Lists of Advancement data downloaded from databases such as Banner, Web Intelligence, or Reecher can be easily compromised and/or stolen by hackers. Securing these lists should be the top priority of those members who have access to the list(s).

As noted in Administrative Policy at http://www.usnh.edu/olpm/UNH/III.Admin/B.htm#2 managing lists with care is an important role for those who obtain them. As per University Advancement policy, no mailing lists with
restricted or sensitive data as defined by Advancement should be emailed to any constituents, internal or external staff members, or volunteers without the proper encryption of the data. In addition, the person receiving the data must have signed the University of New Hampshire Advancement System Confidentiality & Data Usage Agreement. Mailing lists containing solely public data may be distributed without encrypting the file with a password. See Addendum.

Acceptance
By accepting these data from the University of New Hampshire Advancement System, you agree to comply with the University’s established protocols protecting our secure, restricted, and public data. This protocol applies to all types of information, regardless of form, including but not limited to hard copy, electronic, or any other medium. Misuse of Advancement information constitutes misappropriation of UNH property. You agree to notify UNH immediately if any of the information that is subject to this agreement is disclosed to an unauthorized person or entity, or is at the risk of being compromised.

Agreement
I acknowledge as a representative of the University of New Hampshire (in my capacity as faculty, staff, volunteer, or vendor) that in the course of my official UNH activities I may have access to documents, data, or other information, some or all of which may be confidential and or privileged from disclosure whether or not labeled or identified as “confidential.”

I acknowledge that I have read and reviewed both the USNH Data Classification Policy and the Advancement System Confidentiality & Data Usage Protocol Statement and agree to abide by them. I understand that my privileges hereunder are subject to periodic review, revision and renewal. I understand that any misuse of advancement system information constitutes misappropriation of UNH property and will result in revocation of my access to Advancement data and/or disciplinary action under UNH/USNH regulations, and may also result in legal penalties. I understand that to the extent that any of the data are subject to legally mandated protection, any unauthorized use or breach of such information may and probably will have serious financial, legal, and reputational consequences. I acknowledge that my obligations under this Agreement will continue after termination of employment.

By my signature below, I am acknowledging that I have read and will abide by the data usage policies outlined by USNH and University Advancement.

(If returning this agreement via email, please type your name below and check the box to the left to acknowledge your electronic acceptance of these items. Otherwise, sign and print your name below. )

☐ Print Name ______________________________________ Date__________
Employee Signature __________________________________________

If University Employee, please have department Dean, Chair, or Manager sign below acknowledging your need to review data:

☐ Print Name ______________________________________ Date__________
Signature __________________________________________ Title____________________________