

# 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. On the UNM campus, spokespersons for those offices are the UNM campus coordinators.

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 UNM Campus Coordinator or by the Approving Authority in the Responsible Office in coordination with the respective Campus coordinator.
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 Campus Coordinator. 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 specific to any student for whom a privacy flag is set be released.
4. The user will abide by guidelines provided by the Campus Coordinator and/or the Approving Authority for the Responsible Office (in consultation with the Campus Coordinator) and 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: \_\_\_\_\_

UNM Coordinator: \_\_\_\_\_  
Signature Date

Approving Authority for Responsible Office: \_\_\_\_\_  
Signature Date

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



The University of New Mexico

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**THE UNIVERSITY OF NEW MEXICO  
DATA USAGE REQUEST FORM**

***Please be specific***

Identify/ 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.

Describe the form and content of the output or the results of your study. Will the subjects be identified by name, social security #, 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 out put or results of your study.