

GEORGIA STATE UNIVERSITY FOUNDATION

2019-2020

Access and Confidentiality Statement for Alumni-Development Systems

Name: _____ Position title: _____

Name of university unit: _____

As a Georgia State University employee granted computer access to the alumni-development system (Raiser's Edge) and/or the financial records of the Georgia State University Foundation (Financial Edge), I understand such access is a privilege granted with the expectation that institutional data will be treated in a confidential and professional manner. By signing this statement, I agree to abide by the following rules. I understand that failure to follow these rules could result in the revocation of my user ID, access privileges, and other sanctions as appropriate.

1. Data users shall follow policies and procedures of the University System of Georgia and Georgia State University when working with institutional data. Data users shall be responsible for ascertaining that the use of institutional data complies with system and university policies.
2. Institutional data shall be used only as required to conduct university business.
3. Institutional data may not be disclosed to any internal or external third party for any purpose.
4. Each data user shall implement adequate physical security procedures to guard against unauthorized access to institutional data. Access codes, passwords, sign-on procedures, etc., shall not be divulged to any other party, and their secrecy shall be closely guarded.
5. Data users shall not impede, interfere with, impair, or otherwise cause harm to other users' legitimate use of information systems.
6. Data users shall not use institutional data in such a way that violates local, state, or federal laws, including copyright laws. Data users shall not use institutional data in such a way that violates the university's contractual obligations, including limitations defined in software or other licensing agreements.
7. Data users shall not use information systems to transmit communications that are fraudulent, defamatory, harassing, obscene, threatening, that unlawfully discriminate or that are prohibited by law.

Please check which system(s) you currently use:

- ☐ Financial Edge
☐ Financial Edge Web Invoicing Application
☐ Raiser's Edge

Signature

Date