Georgia State University
Alumni-Development Database
(Raiser’s Edge)
Protection and Use Procedure

Procedures Approved by: Vice President for Development

Date Approved: 1/26/2009

Effective date of procedures: 1/26/2009

Policy Statement Summary:
The alumni-development database is a critical resource and plays an integral part in the fulfillment of the university's development and alumni relations objectives. This procedure provides for the appropriate, ethical and legal access, use and protection of the database. The database is organized, managed and accessed by The Raiser’s Edge software application.

This procedure is issued under authority granted to the vice president for development by the University Fund-Raising Policy. The procedure relies on concepts and terminology contained in the University System of Georgia business procedures manual section 12, “Protection and Security of Records” and the University Information Systems Use Policies.

Procedure

I. Data management structure. Assignments to positions in the alumni-development database data management structure are designated below. The roles and responsibilities of the positions are defined in System Business Procedures Manual Section 12.2 and the University Information Protection and Access Policy.

Data owner: Georgia State University and Georgia State University Foundation, Inc.

Data trustee: vice president for development of the university/president of the foundation

Data steward: assistant vice president for development (finance and administration)/chief financial officer of the foundation

Data manager: director, development information services
Data users: Class 1 – Advancement users (employees associated with the Development Division/Georgia State University Foundation, the Office of Alumni Relations/Georgia State University Alumni Association and the Department of University Relations as designated by the data steward)

Class 2 – Other university employees as granted by the data steward

II. Data classification. The database contains confidential, sensitive and unrestricted data as defined and described in System Business Procedures Manual Section 12.3 and the University Information Protection and Access Policy.

III. Security groups. Each data user is assigned to a security group. Security groups are defined by data classifications and the type of access granted (view versus edit, for example) and data retrieval modes.

A. Class 1 data users. The data steward shall annually assign advancement users to security groups based on job titles. A class 1 data user will be granted access to the database upon execution and acceptance of a confidentiality form and undergoing appropriate training. Advancement employees not assigned access as class 1 data users may apply as class 2 data users.

B. Class 2 data users. Other university employees may be granted access to the database upon completion of an access request form and the approval of the data steward. Log in information will be given to the employee granted access by the data manager or designee when appropriate training is complete and a confidentiality form has been executed and accepted. Class 2 data users are typically granted access limited to unrestricted and selected sensitive data, view only access and single record retrieval.

IV. Training and assistance. The Development Information Services staff will train users according to the security groups to which they are assigned. Users may direct requests for assistance in the use of The Raiser’s Edge to the university Help Desk.

V. Upgrade. Data users may request upgraded access. The request shall be authorized by an appropriate administrator (dean, vice president, athletics director, assistant/associate vice president for development, director, alumni relations, or assistant vice president for university relations). Requests shall be directed to the data manager and shall be subject to the approval of the data steward. The data manager may issue forms for upgrade requests.
VI. Requests from non-university entities. Access shall not be provided to non-university entities for non-university related projects. Data may be made available to an outside vendor entering into an arrangement with a campus entity. Such relationships must be documented and include language acknowledging the confidential nature of the data and stating the information being provided will not be duplicated, sold, or used for any purpose other than that for which it was intended. Such arrangements are subject to approval by the data trustee.

VII. Forms.

- Alumni-Development Database (Raiser's Edge) Access Request Form (For use by non-advancement employees)
- Access and Confidentiality Statement For Alumni-Development Database (Raiser's Edge)

VIII. Links.

- Georgia State University Information Systems Use Policies (http://www.gsu.edu/ist/infosysuse.html)
- Georgia State University Foundation online policies and procedures manual. This policy is cross listed as 13.01b.

IX. Help.

Director, development information systems and data manager for the alumni-development database (Raiser's Edge).

X. Annual review. This procedure will be reviewed annually by the data steward and the data manager in consultation with other advancement staff and recommend changes, if any, to the data trustee.
GEORGIA STATE UNIVERSITY
Development Division

Access and Confidentiality Statement
For Alumni-Development Database
(Raiser’s Edge)

Name: _______________________________ Position title: ________________________________

Name of university unit:________________________________________________________________

As a Georgia State University employee granted access to the alumni-development database
(Raiser’s Edge), I understand 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 third party or for any purpose other than
university related business.

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 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.

________________________________________    ____________________________
Signature       Date
Alumni-Development Database (Raiser's Edge)
Access Request Form
(For use by non-advancement employees)

IV. Data User Information

<table>
<thead>
<tr>
<th>GSU Campus Id:</th>
<th>Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of User:</td>
<td>Contact E-mail:</td>
</tr>
<tr>
<td>Title:</td>
<td>Contact Telephone:</td>
</tr>
<tr>
<td>Department/College:</td>
<td>Date of Request:</td>
</tr>
</tbody>
</table>

V.

VI. Requested Action

- Grant access to a new data user
- Modify an existing data user's security group
- Inactivate a data user (listed above)

Mail or fax form to: GSU Foundation, Inc., Attn: Raiser's Edge Data Manager,
P.O. Box 3963, Atlanta, GA 30302-3963
Phone (404) 413-3444, Fax (404) 413-3441
For requests of new or modified access, please indicate the kind of data for which are

<table>
<thead>
<tr>
<th>Please explain why you this data for your job</th>
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### Approvals

<table>
<thead>
<tr>
<th>Signature of requester</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Signature of chair\ director</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of dean\ vice president</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of data manager</td>
<td>Date</td>
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<tr>
<td>Signature of data steward</td>
<td>Date</td>
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### For Data Manager Use Only

<table>
<thead>
<tr>
<th>Date signed confidentiality agreement received</th>
<th>Date training completed</th>
<th>Date username and temporary password issued</th>
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