

APPLICATION FOR ACCESS TO ANDI

Please complete this form and return it to:

Andrew Aslinger
Advancement Services Training Office
The University of Tennessee
B025 Conference Center Building
Knoxville, TN 37996
FAX: (865) 974-3945

NOTICE: Security will not be setup until the Basic Demo/Bio training has been scheduled.

Basic Demo/Bio Inquiry Training Date:

Name: _____
Last *First* *Middle (required)*

Job Title: _____

Department: _____

Office Address: _____

Office Phone Number: _____

Office E-mail Address: _____

Briefly describe how you will use ANDI in your daily work and to what extent you should have update capability:

AGREEMENT FOR THE PROTECTION OF PROPRIETARY INFORMATION

The University of Tennessee ("University") and _____ ("Staff") enter into this agreement regarding the protection and security of the information available to Alumni and Development staff from the University's database of alumni and friends ("Data").

University grants Staff access to the Data solely for work related to assigned job duties.

In performing the responsibilities and duties of their position for the University, Staff agrees:

1. The Data is proprietary information and the exclusive property of the University.
2. Staff may view and retrieve Data as needed to perform their work for the University.
3. Staff will exercise all reasonable precautions to assure that the Data is held in strict confidence.
4. Staff will not disclose the Data to any third party (including other alumni volunteers) without prior written

consent of the University unless the third party has also entered into an “Agreement for the Protection of Proprietary Information” with the University.

5. Staff will exercise all reasonable precautions to prevent loss, theft, compromise or misuse of the Data.
6. Any Data obtained by Staff from ANDI (including, but not limited to, hard copy reports, downloaded files, and compact discs) must be destroyed when the project for which it was requested is complete. Staff must not save any Data classified as Restricted-Confidential on their personal computers beyond the completion of the project for which the Data was obtained.
7. If Staff is required to disclose any Data pursuant to legal process, Staff shall notify the University before disclosing the Data in order to allow the University to seek an appropriate remedy to protect the Data.
8. Staff will be responsible for insuring any departmental recipient of data is aware that privacy issues dictate the requirement of confidentiality. (See Donor Bill of Rights – Appendix E).
9. Staff must obtain a User ID and Password in order to maintain the integrity and confidentiality of information contained in ANDI. This User ID and Password are unique to the individual and MUST NOT be shared with anyone.

All requests for UTFI’s authorization, consent or permission pursuant to this agreement should be addressed to UTFI’s Executive Director of Advancement Services, Suite B024 UT Conference Center, 600 Henley Street, Knoxville, TN 37996, 865.974.7781, mcarter@utfi.org. No such authorization, consent or permission is valid unless signed by the Executive Director of Advancement Services.

I have read, understood and agreed to adhere to the policies of use and confidentiality as described in The University of Tennessee Alumni Development Information System Release and Use of Information Policy Statement.

Signature (Required)

Date

Supervisor Signature (Required)

Date

TRAINING OFFICE USE ONLY:

Received: _____ Record
Created: _____