

Siena College Data Use Agreement

1. I have read and understand the [Siena College Data Classification Policy](https://www.siena.edu/files/resources/siena-college-data-classification-policy.pdf) (<https://www.siena.edu/files/resources/siena-college-data-classification-policy.pdf>).
2. I have read and understand the [Family Educational Rights and Privacy Act](https://www.siena.edu/offices/student-life/information-for-parents/ferpa/) (FERPA) document (<https://www.siena.edu/offices/student-life/information-for-parents/ferpa/>).
3. The data I access may include non-public data elements as defined in the Data Classification Policy. In this case, I agree to abide by the data protection guidelines outlined in the Data Classification Policy.
4. I will not share entity-level data (e.g. student, employee, etc.) with any person at Siena College who does not have both a data use agreement on file and a need to know based on their job responsibilities. Aggregate data may be shared internally.
5. I will not share entity-level data (e.g. student, employee, etc.) with any person external to Siena College (unless required by law or advised by College Counsel) without the express approval of the appropriate [data steward](https://www.siena.edu/data-stewards) ([siena.edu/data-stewards](https://www.siena.edu/data-stewards)). I will use cautionary discretion when sharing aggregate data with external parties and will seek guidance from appropriate constituents within the college whenever unsure about whether data can be shared with external parties.
6. I will not attempt to identify specific individuals when accessing reports that provide non-entity level data or contain no personal identifiers.
7. Regarding student data, I will not access data on students who are not in my class, who are not being advised/mentored by me at the College, or for whom I am not providing a recommendation, if accessing student data for institutional or other unit level purposes is not a regular part of my job responsibilities.
8. I will not access, alter, add, or delete data that is outside the scope of my job function at the College or exceed the authority for which I have been granted access to the data.
9. I understand that if I wish to use person-level data for research purposes, I must have IRB approval. I must also have the approval of the appropriate data steward to use the data for such purposes regardless of my ability to access the data in Banner, ARGOS, or another data management system owned or operated by Siena College. See the [FERPA: IRB Guidance](https://www.siena.edu/ferpa-irb-guidance) ([siena.edu/ferpa-irb-guidance](https://www.siena.edu/ferpa-irb-guidance)) page of the Siena College Website for what purposes you can and cannot use your access to institutional student data.
 - a. Carrying out research is part of my job responsibilities at Siena College. I have read, understand, and agree to abide by the FERPA: IRB Guidance policy.
 - b. I do not carry out research as part of my job responsibility at Siena College.
10. I will report to the data governance committee any violations of this data use agreement and understand I may lose access privilege if I violate the data use agreement.

I acknowledge that Siena College's data usage policies, guidelines, and procedures have been made available to me for adequate review and consideration, and I have been given ample

opportunity to have any and all questions about my responsibilities addressed. I understand that I may have to sign additional data use agreements as required by the data governance policies of individual departments on campus. I am aware that I am accountable for all data usage policies, guidelines, and procedures that apply to my tasks at the College. Moreover, I agree to use data in an appropriate and ethical manner as required by Siena College's data usage policies, guidelines, and procedures.

This agreement is valid for the current academic year only.

Name

Date

Signature