



Information Access Agreement

Statement of Agreement:

I, the undersigned applicant, affirm and agree that:

- The information provided in the attached request (number _____) is true and accurate.
- All data requested will only be used for the sole purpose described in the request and only to perform duties assigned by Northwestern University. If the purpose of the data use changes, I will resubmit a request for a new or additional approval.
- The information will not be used for my own personal benefit.
- The data will not be divulged to any person except in the conduct of the work assignment and in accordance with applicable laws and University and departmental policies.
- The privacy and confidentiality of student records is protected by The Family Educational Rights and Privacy Act. Access to student records is granted to University staff who have a legitimate need to know the information to perform their job functions. It is unlawful to release student record information to any third party absent the student's express written consent [given to and on file with the Office of the Registrar.]
- If this data is used to support a local management system, that system has a security access policy, security access forms which include privacy clauses, use of System IDs and passwords, training regarding access and data use.

I understand that any violation of this agreement may be cause for appropriate disciplinary action, including dismissal.

Applicant

Approved by Data Custodian

Printed Name

Printed Name

Signature

Signature

Date

Date