

## **Baruch College Data Transfer Agreement (DTA)**

Baruch College's Office of Institutional Research (OIR) distributes data to Current Baruch Personnel according FERPA Policy Guidelines (<http://www.baruch.cuny.edu/ir/2017-08FERPAProcedures-FINAL.pdf>) and the Baruch College Registrar's (Edward Adams) Data Access Policy guidelines. OIR data files contain confidential/sensitive data. As a result, each user must be vigilant regarding the handling of data files made available by OIR. If data become available to individuals who should not have access to that information, the user responsible for this security lapse will be held accountable for her/his actions.

**Baruch College officers and other personnel with responsibility for using data files must agree to the following before they can gain access to the Baruch OIR Data for file distribution.**

**The recipient of the data file:**

- Will use data only for research purposes authorized by appropriate CUNY/Baruch Management personnel.
- Will not disclose or provide access to all or any part of the information contained in the data files except to those having legal or otherwise permissible right thereto.
- Will keep distributed files in a secure location so that unauthorized users cannot gain access.
- Will not share Baruch OIR file passwords/accounts with anyone else, including other College Officers, staff or faculty.
- Has read and understands CUNY's Computer Use Responsibilities policy, located at [http://www.baruch.cuny.edu/ir/CUNY\\_IT\\_Policy\\_ComputerUse.pdf](http://www.baruch.cuny.edu/ir/CUNY_IT_Policy_ComputerUse.pdf)
- Understands that suspected or actual compromise of information is to be immediately reported to the CIO of the College (Arthur Downing) and the Director of Institutional Research (John Choonoo). Immediate steps will be undertaken by the College to contain the compromise, determine the extent of the compromise, and, in the case of a theft, maintain the environment in an unaltered state for purposes of further investigation.
- Understands and accepts responsibility for any unauthorized access to, or improper disclosure of information from the data files.
- Understands that failure to safeguard college/university data may result in disciplinary action by the University and/or criminal prosecution.
- Will follow any additional procedures for the safekeeping of confidential data as set forth by the College.

Agreed to by Authorized User: \_\_\_\_\_ (Printed name of new user)

\_\_\_\_\_ (Date) \_\_\_\_\_ (Signed by new user)

Please return completed form to Cynthia Wach, [Cynthia.Wach@baruch.cuny.edu](mailto:Cynthia.Wach@baruch.cuny.edu).