X-15.24-POLICY ON DOWNLOADING DATA TO MICROCOMPUTERS

I. **POLICY:** The Administrative Computer Center will copy data to diskettes for microcomputers under strictly controlled conditions.

II. **GUIDELINES:**

A. The application must be submitted on an EDP Request form and approved by the Departmental Application User Coordinator.

B. The user will supply the disk on which the information will be downloaded. The data may not be retained by the user on any media to be reused on another project.

C. The data may not be used for purposes other than those authorized by the Departmental Application User Coordinator.

D. The user understands that certain uses of names/addresses and other data about students and/or constituents of the University may violate sections of the Privacy Act. It is the user's responsibility to comply with the Privacy Act and with the policies of the University as to the use of the data. Questions concerning the Privacy Act should be directed to the Office of the Vice President for Student and Academic Services.

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