

PRIVACY AGREEMENT (renewable annually)

Contractor/Vendor, named below, agrees to comply with all state and federal requirements, including Family Educational Rights and Privacy Acts (FERPA), for the security of personally identifiable student information obtained by your company including University CatCard holders' ISO numbers. Contractor/Vendor assumes full responsibility for the security of student data in its possession, and agrees to indemnify, defend and hold harmless University for any claim or damages arising from or related to the use, misuse, release or disclosure of such student data.

Contractor/Vendor will define and demonstrate if necessary the methods or architecture used to provide security and protection of student data. The University has the right to audit and test the security procedures. All Contractor/Vendor backups, on-line access to data, networks, servers and manual processes will be subject to the security and privacy requirements of this agreement.

Contract/Vendor will not allow or provide third parties or employees access to the student data except for the sole purpose of rendering the services as agreed to, and only employees or agents of Contractor/Vendor directly involved in the provision of such services may access such data. Contractor/Vendor is otherwise prohibited from disclosing personally identifiable student information to subcontractors or other third parties without the student's express written consent. All subcontractors will be held to the same standards as Contractor/Vendor.

Failure to abide by these terms and conditions, including but not limited to disclosure or redisclosure of student data or information collected or provided pursuant to this contract, may at the University's option result in immediate termination of this contract and denial of Contractor/Vendor's access to University information and procurement activities for up to 5 years.

The completed form must be submitted to Mall Scheduling prior to event.

CONTRACTOR/VENDOR CONTACT NAME/AUTHORIZED SIGNATURE/DATE

CONTRACTOR/VENDOR

PHONE NUMBER

FAX NUMBER

BUSINESS ADDRESS/CITY/STATE/ZIP