



# Texas A&M Identity Services One Time Data Request

For help with completing this form, contact Division of IT Identity Services technical support at [ldm-support@tamu.edu](mailto:ldm-support@tamu.edu) or the Identity Management Office at 979.845.4300. Email the completed form to [ldm-support@tamu.edu](mailto:ldm-support@tamu.edu), fax to **979.845.6090**, or mail to Identity Management Office, MS 3374.

## Requesting Office/Department:

Division of IT Identity Services can release data only to units within the Texas A&M System. Outside entities need to file an open records request with the appropriate university office.

## Data Details:

### Check desired data elements that should be contained in generated file.

- UIN
- First Name
- Last Name
- NetID
- published email address
- @email.tamu.edu email address

### Employment Information:

- Title
- Office Phone Number
- Campus Mail Stop
- AdLoc Code
- AdLoc Department:  code  name
- AdLoc College:  code  name
- AdLoc Division:  code  name
- Adloc Executive Level:  code  name
- AdLoc System Member:  code  name
- EmpLoc Code
- EmpLoc Department:  code  name
- EmpLoc College:  code  name
- EmpLoc Division:  code  name
- EmpLoc Executive Level:  code  name
- EmpLoc System Member:  code  name

### Enrolled Student information:

- Classification:  code  name
- Major:  code  name

If other data elements are required, please describe below.

### Target population.

- List of UINs provided by requester

OR

Role. Check at least one box.

- Faculty
- Staff
- Students enrolled in current semester
- Students enrolled in future semesters

OR

- Custom. Enter description here ►

Location. Check at least one box.

- TAMU-CS main campus
- TAMU-CS School of Law
- TAMU-CS Health Science Center
- TAMU-GV campus
- TAMU-QT campus

## Data Use:

How will this data be used?

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**Data Requester/Recipient:**

The requester must be a faculty or staff employee of the Texas A&M System. The recipient is the person to whom the data file will be sent.

	Requestor	Recipient
Name		
UIN		
Email		
Title		
Department		
Telephone		

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**Compliance – if data is sent to third-party (externally hosted) application:**

The third-party application is performing an institutional service for which the Local Education Agency (Texas A&M University) would otherwise use employees.  Yes  No

The third-party application is under the direct control of the Local Education Agency (Texas A&M University) with respect to the use and maintenance of education records and there is a signed agreement in place.  Yes  No

The third-party application is subject to the requirements in §99.33(a) of the FERPA regulations governing the use and re-disclosure of Personally Identifiable Information from education records.  Yes  No

The third-party application provides language similar to the information on the tamu.edu site (<http://www.tamu.edu/statements/privacy.html>) about privacy and security.  Yes  No

Enter URL here ► \_\_\_\_\_

The third-party application contains a published statement, visible to the NetID account holder before login, that:  Yes  No

- a. They have left the Texas A&M University network.
- b. They are logging into a website hosted by <Service Provider> on behalf of <College/Division/Department> of Texas A&M University.

Enter URL here ► \_\_\_\_\_

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**Request Deadline:**

Please allow 2 weeks for the request to be processed.

By what date do you need the data?

**TEXAS A&M IDENTITY SERVICES USER AGREEMENT TO ACCEPT RESPONSIBILITY**

- Use of University computing resources is restricted to authorized Texas A&M University business.
- You will be held responsible for any security breach traceable to you or your specific authorization. You will be held liable for any willful misuse or deliberate system damage traceable to you or your specific authorization.
- **Data obtained from Division of IT Identity Services are to be used for the specific purpose stated on this document. This authorization is not transferable to other parties or for purposes not identified by this document.**
- The department authorized for this data will assume the administrative costs to include development and on-going maintenance involved in supplying this data.
- Violation of this agreement may result in disciplinary action or legal action or both.

The agreement is bound by the Texas A&M Identity Services Acceptable Use Policy, the University FERPA Policy and University Acceptable Use Guidelines

**I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS**

Requestor Name (Printed)	Supervisor Name (Printed)
Requestor Title	Supervisor Title
Requestor Department	Supervisor Department
Requestor Signature                      Date	Supervisor Signature                      Date

**For Division of IT Identity Services Use Only**

Notes:

Data custodian notes:
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Signatures:

HR Data Custodian Approval                      Date	Student Data Custodian Approval                      Date
IT Security Signature                      Date	CISO Signature                      Date

Date Received	Request Number
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