POLICY STATEMENT
DMS is used to manage alumni records and development activities at the University of Minnesota. Access to DMS is for University personnel for purposes deemed appropriate by the University of Minnesota Foundation (UMF) -- the business owner of the system. UMF reserves the right to revoke user access without notice in the event of misuse.

Access to and use of the system's data will be consistent with the UMF’s mission, policy and procedures. Collusion, vandalism and unauthorized access will be prosecuted by the University and UMF to the fullest extent that state and federal law allows.

SCOPE
This policy shall apply to all trustees, officers, employees and agents of UMF, and to all collegiate/campus/unit based development staff; and to any University of Minnesota employee granted access to DMS or to any part of the system. It shall also apply to any non-U of M employee granted access to any part of the system, though such privileges must be approved by the UMF VP for Information Systems.

REASON FOR POLICY
The purpose of this policy is to establish standards to ensure the integrity of UMF information. This policy is intended to:

- Maximize the strategic value of DMS and its data by promoting secured use in daily operations by users and in management decision making.
- Provide clear assignment of responsibility for protection against unauthorized use.
- Provide security measures for maintaining the integrity of the system and the data.
- Ensure that the University complies with all federal and state laws.

USER RESPONSIBILITIES - SECURITY
By receiving access to DMS and its data, employees certify that:

- I understand the sensitive nature of the donor and prospect data and will comply with UMF’s Confidentiality Policy Summary.

- I will comply with UMF security policies and procedures.
• I agree that DMS and its data are to be used for official University of Minnesota business and not for personal gain, personal business, or to commit fraud.
• I understand that all records maintained within DMS are considered private data by UMF and cannot be sold or leased in any way.
• DMS data may not be shared with third parties except in those instances approved by UMF, and that a signed non-disclosure agreement between UMF and the third party is required.
• I understand that I should avoid downloading data from DMS into a portable computing device such as a laptop, but that if my work requires it, I will protect the data by ensuring it is fully encrypted.
• I understand that every employee has a separate user ID and I am not allowed to share my ID with anyone.
• I understand that supervisors are not authorized to know the user IDs of their staff.
• I understand that I must complete all prerequisite DMS training courses prior to being granted on-line access. If training is not completed in a timely manner this contract becomes invalid.
• I understand that when vacating my workstation I must complete the last transaction and completely sign off DMS or otherwise secure the workstation from unauthorized use.
• I understand I am responsible for all transactions processed using my user ID.
• I understand my user ID and password must not be kept together.
• I understand that security breaches/violations must be immediately reported to the UMF Security Officer/VP Information Systems, or to the DMS Help Desk.
• I understand that if my account on DMS becomes inactive (90 days or more since last log-on), my password will be disabled.
• I understand that a DMS Access Form must be processed if there is any change in my employment status such as leave of absence, change of departments, change of duties, or termination.

**USER RESPONSIBILITIES - DATA MAINTENANCE**

• I understand that I must attend a maintenance training class before being granted access to make changes to DMS.
• I will accurately enter specified data into DMS in a timely manner in accordance with UMF policies and procedures presented in the maintenance class.
• I understand that when making demographic changes to DMS the information has been verified or requested by the donor/alum.
• I understand UMF reserves the right to revoke maintenance access for individuals who fail to meet performance standards.
• I understand contact reports must be in accordance with contact report standards that are shared in DMS training.

To receive access to DMS, please print out and complete the [DMS Access Form](#). The form must be signed by the appropriate Chief Development Officer, Dean or Department Head. Return the completed document to Mary O'Brien, University of Minnesota Foundation, McNamara Alumni Center, 200 Oak Street SE, Suite 500, Minneapolis, MN 55455-2010.