

Agent/Contractor Agreement

For Access to Confidential Student Information



Colorado Seminary which owns and operates the University of Denver has appointed _____ as its legal Agent (“school official”) for the purposes of conducting the following work for the University of Denver:

Scope of Work:

In the course of conducting this work, the University may provide its agent with confidential student information. The University of Denver retains full ownership rights in the confidential student information it provides to the Agent. The Agent agrees to use this information solely for the purpose stated in this agreement on behalf of the University of Denver. The Agent further agrees to release information resulting in their work only to University of Denver officials, unless required to do so by law or other agency regulations.

The Agent will institute and maintain reasonable controls to ensure the integrity and security of its database and data transmission systems so that it releases information solely to authorized University officials in accordance with applicable law. The Agent agrees to indemnify and hold the University of Denver harmless from any direct loss, cost, damage or expense suffered by the University of Denver as a direct result of the Agent’s failure to comply with its obligations under this Agreement.

The parties agree to comply with all applicable laws and regulations governing the activities and services provided under this Agreement, including the Family Educational Rights and Privacy Act of 1974 (as amended), the Financial Modernization Act of 1999 and other laws concerning the privacy and confidentiality of information and records.

The Agent will not retain or release personally identifiable information provided by the University of Denver. The Agent will return or destroy all information provided under this Agreement upon termination of the Agreement and written request of the University of Denver.

Signature (Agent Representative)

Date

Name (Agent Representative)

Signature (University Representative)

Date

Name (University Representative)

Office of the Registrar

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