

# Computing & Information Service • ISG • Brown University

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## Request for RELEASE OF STUDENT COMPUTING DATA

Use this form to request access to information stored by a Brown University student on a Brown networked computing system in the event the student is seriously injured or otherwise unable to perform this action. Completing a request is not a guarantee that privileged access will be granted.

Requesting department:	
Requestor's name:	
Requestor's telephone:	Title:
Requestor's email address:	
Request type: <input type="checkbox"/> e-mail <input type="checkbox"/> files <input type="checkbox"/> logs <input type="checkbox"/> other _____	
User's name:	
User's account ID:	
Purpose of request:	
Specific files or data to be provided:	
Delivery mechanism: <input type="checkbox"/> CD <input type="checkbox"/> file folder on machine <input type="checkbox"/> other _____	
Signature of requestor:	

Request approved:

\_\_\_\_\_  
*Chief Information Security Officer / VP for Computing & Information Services*

\_\_\_\_\_  
*Date*

Request approved:

\_\_\_\_\_  
*Human Resources / Provost / Student Life / Public Safety*

\_\_\_\_\_  
*Date*

Request approved:

\_\_\_\_\_  
*Office of General Counsel*

\_\_\_\_\_  
*Date*

## Procedure Utilized By IT Personnel to Obtain Information Referenced in the “Request for RELEASE OF STUDENT COMPUTING DATA” Form

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1. Requester verifies the need for the request. It is the requester’s responsibility to verify that the non-Brown individuals who need the information are who they say they are (a student’s next-of-kin, a legal guardian, etc.). The IT authorized representative is acting on behalf of the requester and providing technical support only. Responsibility for decisions about what information is released rests with the requester. Questions regarding legal aspects of a request should be directed to the Office of General Counsel prior to making a technical request.
2. IT representative (authorized by Department Head) receives a completed and signed form.
3. IT representative (maintaining confidentiality to the extent possible) ensures that information requested is gathered and preserved in a way that is acceptable to the requester. Generally, the information will be provided on a CD (or other portable media) - or, if requested, the information stored on servers (e-mail, centrally stored files, etc.) can be restored to a computing system before the system is released to the authorized party.