

**Request for Data/Reporting through the Development Department,**  
**University of Notre Dame**

**Part I: Statement of Responsibility**

This form must be completed to obtain data or reports which include information about alumni and/or donors from the Development Alumni/Donor Database (Advance), managed by University Relations staff.

**Instructions:** Please read the *Statement of Responsibility*, signing and dating it below. Forward the original, signed statement and the attached Report Request Form to: Development Office, 1251 North Eddy Street, Suite 300, South Bend, IN 46617, Attention: Data Steward. Please retain a copy for the applicant's reference. (If you already have a signed Statement of Responsibility on file with the Development Office, please indicate that on the Report Request Form.)

Future Report Requests may be forwarded to the Reporting Team by email at [devrpt@nd.edu](mailto:devrpt@nd.edu).

**Applicant's Statement of Responsibilities (Statement on file with Development Office)**

I understand that information I receive regarding University of Notre Dame alumni, donors, students, fundraising and alumni communications is confidential and the property of the University of Notre Dame, and may not be released to anyone except University employees in the course of their work as University employees.

To ensure that none of this information is released to a third party without a completed data use agreement form, or to University employees who are not authorized for access, I understand that it is my responsibility to physically protect hardcopies, and destroy or properly archive all printed or electronic materials immediately upon completion of the task or project for which the information was requested. I also understand that the creation and distribution of any data lists for the purpose of solicitations or alumni communications with will be properly authorized by, and coordinated through, the Development Office or Alumni Association.

Violation of these provisions may result in disciplinary action, which could include dismissal from employment with the University of Notre Dame.

I have read and understand this Statement of Responsibilities regarding the use of University of Notre Dame equipment, data, and resources. I ensure that I will maintain the confidentiality of information I receive and will use the available equipment and resources according to University Policy.

*(Please sign and date, returning to Development Office, 1251 North Eddy Street, Suite 300, South Bend, IN 46617, Attention: Data Steward.)*

Applicant Name and Title (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_