

Paw Pass Data and Activity Reader Request Form

The Paw Pass Office may receive requests for:

- Installation of an activity reader to report on event attendance or to improve services.
- Activity reader data that informs trends for best practices.

Requisites & Approvals Process:

- Activity reader and data requests must be made by the department's appointing authority.
- Data requests will be reviewed and determined if one-time or regular reporting is required.
- Data requests should specify the type of data required and include a compelling description detailing data requirements and how the data will be used.

Restrictions/Terms and Conditions:

- The data may only be used for the purposes reported.
- Improper use of data may disqualify a Requestor user from future reader activity.
- The data will be relayed through a secure log-in for the Requestor via Atrium's reporting website.
- The data cannot be shared or stored via email.
- The data must be destroyed at the end of the review; data must also be destroyed at the conclusion of any investigation.
- Only de-identifiable data may be reported, in the absence of a lawful court order.
- Generally, data from activity readers will only be released to event organizers.
- Event organizers may not release data without proper authorization from the Associate Vice President of Procurement and Auxiliary Services, or designee.
- In the event of an emergency or crisis situation, disciplinary matter, or for health and safety reasons of any user, a data request may be made to the Associate Vice President of Procurement and Auxiliary Services, or designee, or other appropriate office.
- Court orders and subpoenas require assistance from the General Counsel office.

Requestor name, phone number, email address, title, and department:

List all campus locations your request pertains to, and the timeframe of data needed:

Request Description: give precise activity reader data requirements (date(s)/time(s), cardholder name, year/class, summary of activity reader data in a given time period, NSHE ID etc.)

Why is activity reader data required? How will the activity reader data be used?

Signature of Requestor agreeing to all confidentiality agreements and terms and conditions:

Date:
