



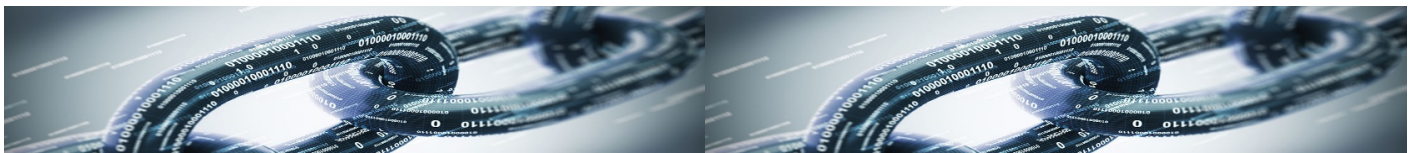
## Security for sharing GAIL data Requirements - Expectations - Considerations

All current/active GAIL users that have attended Events Management and/or Marketing Effort training classes are able to process mailing lists within the GAIL database system on behalf of UGA's schools/colleges/units specifically for UGA related purposes. These lists are not to be shared with anyone for other purposes.\*

- If you will be using a mailing service, it is required that a signed non-disclosure agreement form is obtained and sent to the office of Client Services for processing **prior** to any GAIL data being shared.
- If you are working with volunteers or anyone that is not a current GAIL user, it is required that a signed non-disclosure agreement form is obtained and sent to the office of Client Services for processing **prior** to any GAIL data being shared.

Once non-disclosure agreement forms (NDA's) have been sent to the office of Client Services, then at that time, you are clear to share GAIL data for contractually agreed upon services. It is required by UGA that any sensitive data being shared via email must utilize the secure UGA EITS SendFiles email client. Regular email clients, such as Outlook, for example, are **not** secure and must **not** be used for data sharing. Non-Disclosure Forms should be scanned and emailed to [ASKIT@uga.edu](mailto:ASKIT@uga.edu) for quick processing by the office of Client Services.

As an authorized agent of GAIL requesting data that will be shared with an outside person or company, you are assuming responsibility for ensuring the safety of the data file(s), to make sure the vendor or person only uses the data for the one-time contracted purpose, and to make sure the vendor or person destroys the data file no later than 2 weeks from the date of receiving it. Refreshed / updated lists should be generated for each occurrence, as needed. Copies of the data are not to be retained, files are not to be sold or shared with any other entities.



### Non-Disclosure Forms

- Person or Individual: [https://apps.dar.uga.edu/GAIL/wp-content/uploads/2014/10/Non-Disclosure\\_Person-CB917.pdf](https://apps.dar.uga.edu/GAIL/wp-content/uploads/2014/10/Non-Disclosure_Person-CB917.pdf)
- Company, Organization, Business: [https://apps.dar.uga.edu/GAIL/wp-content/uploads/2014/10/Non-Disclosure\\_Company-CB917.pdf](https://apps.dar.uga.edu/GAIL/wp-content/uploads/2014/10/Non-Disclosure_Company-CB917.pdf)

### GAIL Policies

[https://dar.uga.edu/policies\\_ugaf/nodes/view/225/System-Access-Security-and-Compliance](https://dar.uga.edu/policies_ugaf/nodes/view/225/System-Access-Security-and-Compliance)

### SendFiles

[https://eits.uga.edu/access\\_and\\_security/infosec/protect\\_your\\_data/](https://eits.uga.edu/access_and_security/infosec/protect_your_data/)

