

CAAAN – TERMS OF USE OF SENSITIVE DATA

All volunteers of the Cornell Alumni Admissions Ambassador Network (CAAAN) act as an extension of the Undergraduate Admissions Office (UAO) to support recruitment and yield efforts. Resources and information available in the CAAAN Portal are created, designed, maintained and controlled by UAO, CAAAN, and the CAAAN Advisory Committee (C'AC) exclusively for use by CAAAN volunteers.

CAAAN volunteers have access to confidential information of Cornell, CAAAN, Cornell alumni, and prospective students. This information may only be used for purposes specifically indicated by the CAAAN Coordinator, CAAAN Assistant, and the Undergraduate Admissions Office and may not be shared with media, other alumni or related individuals, or organizations.

By accessing, visiting the CAAAN Portal, you agree to the following *Terms of Use* and all applicable local, state and federal laws.

1. Username and password authorization are required to access the CAAAN Portal. You agree not to share your username or password with anyone else. You agree to protect your password from any unauthorized use.
2. You agree not to solicit login information or access an account belonging to someone else.
3. You agree that information in the CAAAN Portal is to be used only for contacting alumni and applicants in accordance with CAAAN goals and policies.
4. You acknowledge that information accessed in the CAAAN Portal is private, sensitive and confidential. Such information includes, but is not limited to, applicant and alumni volunteer contact information, alumni and applicant educational background, and applicant decisions.
5. You agree to maintain the confidentiality and privacy of any applicant to Cornell University and any CAAAN volunteer.
6. You agree not to use any information accessed via the CAAAN Portal, including applicant or alumni volunteer contact information, for unauthorized uses. You agree that unauthorized uses include, but are not limited to:
 - a. Any commercial use
 - b. Communications regarding events not expressly approved by UAO and CAAAN or for approved events which require that invitations be generated and communicated from campus (i.e., admitted student receptions)
 - c. Mass communications with CAAAN volunteers outside your leadership area
 - d. Bullying, harassment or intimidation
 - e. Any activity that could impair or prevent the administration of CAAAN's goals and policies
7. Redistribution, copying, or unauthorized use of any information in the CAAAN Portal or the CAAAN website, including any logos, graphics, applicant contact information, or alumni volunteer contact information is prohibited without express permission from the CAAAN Coordinator or CAAAN Assistant.
8. You agree to report to CAAAN at caaan@cornell.edu any instances of unauthorized uses of CAAAN content/data.
9. Violation of these terms can lead to the termination of your access to the CAAAN Portal, CAAAN leadership role, and CAAAN membership.