Guidelines for the Use of Google Forms with Field Staff

SRC Computing has approved the use of Google Forms (only) with field staff, on field laptops, for specific uses. The approved uses are travel arrangements and coordination, ordering supplies, testing feedback, and feedback on training. Other future uses should be submitted to the Field Help Desk manager who will facilitate CMT review.

- Google forms should never be used to collect or contain Personal Identifying Information (PII) of respondents.
- Access to Google forms (and the underlying spreadsheet) will be retained as long as an individual has an active UM email. Individually remove access, or remove individuals from email groups who have access, if they separate from the University.
- Access to the underlying spreadsheet collecting the data should be limited to users who need to have access for operational reasons.