

C Cure Confidentiality & Acceptable Use Agreement

Information Resources include any information in electronic or audio-visual format, or any hardware or software that makes possible the storage and use of such information. This definition includes, but is not limited to electronic mail, local database, externally accessed databases, CD-ROM, motion picture film, recorded magnetic media, photographs, digitized information and electronic communication systems.

Institutional Data, a subnet of Information Resources, consists of data that is acquired or maintained by University employees in performance of official administrative job duties. Typically, this is data that is: relevant to planning, managing, operating, or auditing a major function at the University; referenced or required for use by more than one organizational unit; or, included in an official University administrative report.

I WILL: initial

Access, distribute and share Institutional Data only as needed to conduct University business. This includes all production and non-production data, e.g. test program output failed production runs, etc.
Respect the confidentiality and privacy of individuals whose records or data I access.
Observe any ethical restrictions that apply to data to which I have access.
Protect my security authorizations (user IDs and passwords) and be personally accountable for all work performed under my security authorization.
Protect confidential information displayed on my workstation monitor.
Ensure that Institutional Data I store on my computer's hard disk or non-network hardware is protected and backed-up as needed.
Report knowledge of security breaches.
Comply with all department and University security policies and procedures.
Abide by an applicable state or federal laws with respect to access, use, or disclosure of information, including but limited to the Utah Government records Access and Management Act, section 63-2-100, et seq., Utah Code Ann. (1993 and Supp. 1997) as amended.
Comply with all department guidelines and University policies on acceptable use of computing resources

I WILL NOT : initial

Discuss verbally or distribute in electronic or printed formats confidential Institutional Data except as needed to conduct University business.
Knowingly falsely identify myself.
Gain or attempt to gain unauthorized access to Institutional Data or University computing systems.
Share my user ID(s) and/or password(s) with anyone.
Leave my workstation unattended or unsecured while logged-in to University computing systems.
Use or knowingly allow other persons to use Institutional Resources for personal gain.
Destroy damage or alter any University Information Resources or property without proper authorization.
Make unauthorized copies of Institutional Data or applications.
Engage in any activity that could compromise the security or stability of Information Resources and Institutional Data.

I have read the Institutional Data Management Policy (#4-001) and the Information Resources Policy (#4-002) and I agree to comply with the policies and the above terms. I understand that in accordance with University Policies #4-001 and #5-111, I can be disciplined and dismissed from employment by violating any of these terms.

Employee/Consultant Name (printed):

Employee/Consultant Signature:

Date:

University Policies can be found on the Web at: <http://regulations.utah.edu/index.php>