

## **Facilities Management Central Repository User Agreement**

I acknowledge that I have been authorized to use the Facilities Management Central Repository ("Repository"), a University of Utah-administered data repository where all final documents procured from Facilities Management at the University of Utah reside. I understand and agree to the following conditions and restrictions regarding my use of the Repository (the "Conditions and Restrictions").

My access to the Repository and my use of Repository information shall at all times be for official University purposes. My access to the Repository may be reduced or eliminated at any time for any business reason.

I agree that all information in the Repository is proprietary and confidential unless such information is otherwise available from public sources. I will not maintain, store, distribute, or alter any Repository information, unless I have Specific University Authorization (defined below) to do so. I understand that the unauthorized use or release of any proprietary or confidential information would be detrimental to the interests of the University, and I agree that I will not publish or otherwise disclose such proprietary and confidential information to any person, for any purpose, unless I have Specific University Authorization to do so.

I will not share my Repository login or password with anyone.

I will not contribute any information to the Repository, including without limitation, copyrighted material or software or executable files, scripts, or codes, unless I have Specific University Authorization to do so. In the case of copyrighted material, the permission of the copyright owner must also be obtained in writing.

I understand that data within the Repository may be classified as described in [Policy 4-004 \(http://regulations.utah.edu/it/4-004.php\)](http://regulations.utah.edu/it/4-004.php): University of Utah Information Security Policy. I have read this Policy and agree to abide by it. Specifically, I understand that certain information within the Repository may have a classification of "sensitive" or "restricted" and I agree to maintain the standards associated with a particular classification. By way of illustration only, some examples of sensitive data within the Repository include:

- i. Utility information
- ii. Civil Drawings/ Site Plans
- iii. Electrical Drawings
- iv. Mechanical Drawings
- v. Structural Drawings
- vi. Electric Drawings

Limited exceptions to the foregoing Conditions and Restrictions on my access to the Repository may be authorized by the University on a case-by-case basis in the University's discretion ("Specific University Authorization"). Such Specific University Authorization must be in writing and must be given by the Associate Vice President for Facilities Management or another member of the President's Cabinet.

I accept full responsibility for my actions associated with the Repository.

---

Signature

---

Date