C-Cure Operator Confidentiality and Expectations Form

2024

Each department is required to have a C-Cure operator that is assigned to their area/department.

I_____ understand that by me becoming a C-Cure operator for my department, I am expected to adhere to the following:

- Adding/maintaining clearances to personnel requesting access to my area/department of responsibility.
- Removing the clearances of terminated, transferred employees and/or personnel who no longer need access to my area/department of responsibility.
- If at any time Campus Building Access & Security Systems personnel are requested to help with **temporarily** assigning access, a designated person within the department must be identified prior and state clearly what access to assign (which Clearances) via email.
- A Card Holder Access Request Form must be created and maintained of all users/personnel requesting access to your area. You can request a basic form we have created for your use.
- Card Holder Access Request Forms are to be kept/maintained for the duration of the employees need.
- Card Holder Access Request Forms are to be audited annually by the department.
- Campus Building Access & Security Systems personnel will annually spot check your record. Noncompliance will result in the removal of employee as an operator.
- Immediate notification to Campus Building Access and Security Systems for needs of assistance with Urgent termination and disabling access.
- Requests for Campus Building Access and Security Systems to assist with creating Manual Actions or Schedule modifications submitted 24 business hours prior to the event.
- C-Cure Operator Access Request form and Training must be renewed annually.
- Observe any ethical restrictions through access, distribute and share of 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.
- 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 regarding acceptable use of computing resources.
- 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. (11993 and Supp. 1997) as amended.
- Maintain Visitor Access Cards as assigned to my department.
- Follow emergency procedures as outlined by my department and as outlined during my C-Cure Operator Training.

I will not:

- 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 or laptop unattended/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.

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 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.

Signature: _____ Date: _____

C-CURE OPERATOR ACCESS REQUEST FORM

Please Complete the following form and return to the Building Access & Surveillance Systems department,via email buildingaccess@fm.utah.edu

2024

☐ **New Operator** ☐ **Existing Operator** **(requesting additional access)** ☐ **Yearly Renewal**

First Name		UNID	
Last Name		Phone	
Email		Department	

Reason for requesting access to C-Cure:

Requesting to manage C-Cure access to the following areas:

Building(s)	Room(s)/Area(s)

Same access as an existing C-Cure Operator? ☐ **Yes** ☐ **No**

Name		UNID	

Replacing the person above? ☐ Yes ☐ No

I have read the Operator's Confidentiality and Exception Form and understand my role as a C-Cure Operator

Signature		Date	

As the manager for the person listed above, I give permission for them to be a C-Cure Operator

Name		UNID	
Email		Phone	
Signature		Date	

Building Access & Security Systems Office Use Only

☐ Create Operator Profile ☐ Add toTerminal Server ☐ Add to List Serve ☐ Schedule Training	☐ Remove Operator Profile ☐ Remove from Terminal Server ☐ Remove from List Serve ☐
Date & Initials Completed	Date & Initials Completed