

ITS Employee Confidentiality Agreement

The purpose of this agreement is for ITS employees/contractors of the University of Northern Iowa to understand their responsibilities to protect and safeguard the confidential information to which they have access through the course of their employment.

To perform the responsibilities of my job at the University of Northern Iowa, I understand and agree that:

1. Access to confidential information is restricted to UNI employees with an appropriate need to know the information. This information includes, but is not limited to, social security numbers, student grades, payroll and personnel records, self-restricted personal data, financial, financial aid, health, IT systems, and university account information. Student information is also protected as confidential by the Family Educational Rights and Privacy Act (FERPA) and access is restricted to the student and UNI employees with an appropriate need to know the information.
2. If my job responsibilities include technical support that allow me extended system and data access capabilities, I acknowledge that I have a broader scope of responsibility to protect the security of the information, information systems, and the networks within the university. I understand which uses of system software are appropriate and which are not. I understand that my activities may be monitored. My usage of system software, including utility software, should be limited to the accesses required for me to install, update, and maintain the operating systems and application environment. Any data accessed during the execution of my duties should be kept confidential and should not be shared with any other individual or group without prior approval from the appropriate data custodian. This includes system logs and/or data files. It is also my responsibility to report any and all suspected compromises or misuses immediately to my supervisor.
3. By having access to this confidential information, I am agreeing to be responsible for the maintenance of the security and confidentiality of all information displayed and stored electronically or in paper form in the office in which I work, including the safeguarding of system passwords and identifications.
4. All confidential information is to be held in trust and confidence and used only for approved purposes associated with performing the responsibilities of my job. It may not be misused, stored, or processed for inappropriate purposes or disclosed to unauthorized persons.
5. If I have any question about whether a proposed recipient of confidential information is authorized or not, I must consult with my supervisor.
6. Any inappropriate or unauthorized use or disclosure of confidential information to unauthorized persons will be subject to immediate disciplinary action, up to and including termination and/or legal action.

I have read and understand the above statements regarding the confidentiality of data I may have access to in the course of my employment or contractual relationship in an IT role at The University of Northern Iowa. I have discussed any questions I have about these statements with my supervisor or UNI contact. I understand the special nature of IT roles, the importance of confidentiality in these roles, and agree to adhere to policy regarding preservation of the confidentiality and integrity of institutional data.

Signed

Date

Printed name

Date: August 24, 2007