

# University of St. Thomas

## Privileged Access Confidentiality Agreement

The University of St. Thomas provides employees with the information they need to do their jobs. As an employee with need-to-know access to University information systems (including any or all administrative systems, "shadow" databases, information stored on personal computers, in personal storage space, and information contained in shared tables, folders and directories) you will have privileges consistent with your job duties to access **Private Information** about faculty, staff, students, alumni and donors. **Private Information** includes, but is not limited to: social security number, date of birth, religion, marital status, salary and payroll information, home phone number and address, student grades, passwords, donor name and donation, gender, ethnicity, citizenship, citizen visa code, veteran and disability status.

Your agreement to the following is required before you can be granted access to University of St. Thomas information systems as part of your job responsibilities.

- I will not disclose Private Information without proper authorization or other than when it is necessary to carry out my job duties.
- I will not access, report on, extract or disclose information that is not required in my normal job functions and responsibilities.
- I understand that Privacy and Confidentiality apply equally to information stored in both information systems and on university paper records. I will file written/printed information in a secure place and/or dispose of it with proper regard for Privacy and Confidentiality.

### Computer Workstation Responsibility

I acknowledge that I have a responsibility to protect the university's computing environment. I acknowledge and understand the following:

- Responsible use of my username and password on UST systems means that I will not share them with others under any circumstances and I will not leave them in written or printed form in any unsecured location.
- I will lock my computer or log off the network when I am away from my computer.
- I will be responsible for any use or misuse of my network logon code(s) except when it has been obtained without my permission or knowledge.

I understand that it is my responsibility to read and abide by the *University of St. Thomas Policy on Responsible Use of University Computing Resources* located at <http://www.stthomas.edu/irt/support/policies/responsible.html>.

I further understand and agree that the consequences of a violation of the above provisions may result in disciplinary action up to and including termination of employment.

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*Printed Name*

*UST I.D.*

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*Department*

*Classification:* Staff Faculty Student

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*Signature*

*Date*

**Department of Human Resources Copy**

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### Employee Copy