

University of Utah
FACULTY DATA
Security Authorization Form

I have read and will comply with the provisions for security and confidentiality of employee and student records and files as described below and in the *University of Utah Regulations Library, Part 4: Information Technology Policies*. I also certify that I am an employee of the University with a legitimate business interest in the records as defined in the Regulations. I understand that in accordance with Part 5: Human Resources -- Corrective Action & Termination Policy for Staff Employees 5-111, I can be disciplined and/or dismissed from employment if found to be in violation of this agreement. The PeopleSoft Database contains information about individuals that is "private information" as that term is defined in the Utah Government Records Access and Management Act, Utah Code Ann. § 63-2-101 et seq. I will not disclose any information from the database to anyone other than University employees who have a legitimate need to know. I will refer all other requests for information to the University's Office of General Counsel. I understand that inappropriate disclosure can result in University discipline as well as criminal penalties.

Signature of Person Requesting Access	Date	Employee ID	User ID (If Applicable)
Print/Type Name of Person Requesting Access	Campus E-Mail Address		Office Phone Number
Department	SIGNATURE & TITLE <i>DEPARTMENT OFFICIAL VERIFYING ELIGIBILITY</i>		
Signature of Faculty Data Steward: Cathy Anderson	EMPLID	PHONE #	EMAIL ADDRESS

UNIVERSITY REGULATIONS -- Part 4: Information Technology Policies--
University Institutional Data Management Policy -4-001 - (<http://www.regulations.utah.edu/it/4-001.html>) and
University Information Technology Resource Security Policy -4-004 - (<http://www.regulations.utah.edu/it/4-004.html>)

To insure the privacy of University employee records,

I WILL: initials_____

- 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.
- Protect my security authorizations (user IDs and passwords) and be personally accountable for all work performed under my security authorizations.
- Protect confidential information displayed on my workstation monitor.
- Ensure that Institutional Data I store on my computer's hard disk or on 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 any applicable state or federal laws with respect to access, use, or disclosure of information, including but not limited to Utah Government Records Access and Management Act, section 63-2-100, et seq, Utah Code Ann. (1993 and Supp. 1997)

I WILL NOT: initials_____

- 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 of University computing systems.
- Share my user ID(s) and passwords(s) with anyone.
- Leave my workstation unattended or unsecured while logged in to University computing systems.
- Use or knowingly allow other persons to use Information 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.

CHECK THE BOX(ES) FOR THE OPERATOR CLASS(ES) YOU ARE REQUESTING

FACULTY CLASSES:

<input type="checkbox"/> UUFAC (Basic Faculty Data Access)	Scan and Email Completed Form to: ACS_Security@utah.edu
<input type="checkbox"/> UUFACVW (Basic Faculty Data Access View Only)	
<input type="checkbox"/> UUFACADD (Faculty Data Access w/ADD Capabilities)	
<input type="checkbox"/> UUFACAD2 (UUFAC Manage Fac Events w/Update Capabilities)	
<input type="checkbox"/> UUFACALL (Full Access to all Faculty Data)	
<input type="checkbox"/> UUFACALLVW (Full Access to all Faculty Data View Only)	
<input type="checkbox"/> OTHER _____	