

## **Responsibilities Associated with Access to University Information**

As a new employee, you may have access to data or documents related to University business. While most of USF's information is public record, you are responsible for ensuring that the information to which you have access is used and released appropriately.

1. Information provided to you to conduct University business may not be used for other purposes or be passed on by you to another user without a valid business need for the information.
2. You are responsible for information to which you have access. This may involve establishing office policies regarding security access to paper documents, computerized files, keeping CDs, disks or printouts in locked cabinets, periodically updating passwords, and ensuring that terminals are properly signed-off when not in use.
3. You are responsible for protecting access passwords and complying with password management practices.
4. You are responsible for distinguishing between public, directory and confidential information. For guidance, see the USF catalog and the USF Policy & Procedure 0-106. Confidential information regarding students, staff, or others associated with University business may not be released in any personally identifiable format without permission of the individual. Individual directory information may be released unless a student has requested otherwise. Always check the privacy flag in student files before releasing directory information. Any public information may be displayed in either individual or aggregated format.
5. For consistency, official counts of students, employees, and other items are developed or maintained by the Office of Decision Support. Many of these are displayed in the University Fact Book. It is your responsibility to use these official counts on surveys, news releases, grant proposals or other documents. Having access to University files should not result in your use of alternate counts.
6. Violation of these responsibilities could result in disciplinary action.

I acknowledge receipt of these responsibilities and agree to accept them.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print: \_\_\_\_\_